

FEATHER RIVER RECREATION AND PARK DISTRICT
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Adopted by
FRRPD Board of Directors
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**FEATHER RIVER
RECREATION & PARK DISTRICT**

EMPLOYEE HANDBOOK

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SECTION 1: INTRODUCTION

1.1 Code of Ethics for Feather River Recreation and Park District (FRRPD)

As a California Recreation and Park District, the Feather River Recreation and Park District (FRRPD) (District) is committed to improving and protecting the quality of life for all residents of the Greater Oroville Area by providing essential recreation, park and open space facilities and services.

MISSION STATEMENT

We will provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District in a fiscally sustainable manner that compliments the natural resources and cultural heritage of our community.

The District accepts this public trust and asks, and expects, each of its employees to do so, too. In fulfilling its commitment FRRPD therefore asks and expects each of its employees at all times while on the job to adhere to the following principles:

Responsibility to Community

- Respect people as individuals and serve all in an equitable and fair manner.
- Be and remain worthy of trust and recognize the importance of confidentiality.
- Create a positive climate for recreation and leisure opportunities.
- Strive to improve life within the community.
- Promote the awareness of individual and cultural diversity.
- Recognize and understand the community needs.

Responsibility to Self

- Maintain relationships with fellow employees based on mutual integrity, trust and respect.
- Clearly separate professional from personal points of view.
- Maintain a commitment to personal and professional growth.

Responsibility to Employer

- Cooperatively work within the structure of the organization.
- Assist in promoting the organization to the community.

- Respect policies and procedures in a professional manner.
- Initiate positive change.
- Adhere to standards of personal conduct acceptable for recreation and park professionals in the community.

In fulfilling its commitment to the community, District employees must have mutual respect as they work together to fulfill their commitments.

Responsibility to Profession

- Maintains membership within the professional organization.
- Actively participates and contributes to the advancement of the profession.
- Recognizes and promotes the values of the profession
- Actively promotes and encourages individual and cultural diversity.

1.2 Employee Handbook

This Employee Handbook is provided to the employees of Feather River Recreation and Park District (“The District”) to provide a general understanding of the District’s personnel policies that apply to all employees to the extent not altered by a collective bargaining agreement to which the employee is subject. The policies set forth in this Employee Handbook are subject to modification. Except for its policy of at-will employment described herein, the District reserves the right to revise, supplement, or rescind any of the provisions of this Employee Handbook, as well as any of its other personnel policies or benefits, from time to time as it deems appropriate by a majority vote of the Board of Directors. As policies and benefits are revised, updated pages will be distributed to employees.

This Employee Handbook is not a contract and should not be viewed as the basis of any contractual obligations of the District

1.3 Equal Employment Opportunity

The District wishes to reaffirm its goal of promoting equal opportunities in the workplace. The District provides equal employment and advancement opportunities to all qualified employees and applicants, regardless of race, national origin, ancestry, citizenship, color, ethnicity, gender, age, religion, political affiliation, sexual orientation, marital status, disability or any other characteristic protected by law.

1.4 At-Will Employment

Unless otherwise subject to a written contract or a collective bargaining agreement, all employment with the District is at will. That is, both the employee and the District have the right to terminate employment at any time, with or without advance notice, and with or without cause. No one at the District has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy

1.5 Who We Are

The District was formed in 1952 and currently maintains and operates approximately 300 acres of parkland, which includes ownership or lease participation in more than 20 parks. At the head of the District is the District General Manager, assisted by the Recreation Division, Park Division, Finance Division, and Office Division personnel. The District's Board of Directors meet at a minimum monthly, providing valuable input and direction to the District's staff.

The District is located in the eastern portion of Butte County, including the urban area of Oroville and surrounding farmland. The District serves a population of approximately 80,000 which includes the City of Oroville and the unincorporated communities of Berry Creek, Palermo, Honcut, Bangor, Forbestown, Clipper Mills, and surrounding unincorporated rural areas.

The District operates one activity center, two swimming pools, a skate/bike park, and multiple park and recreation areas. It sponsors programs for youth, seniors, families, and the disabled. The year-round programs are managed by professionally trained staff.

SECTION 2: EMPLOYMENT

2.1 Employment Classifications

Probationary Employees

Unless otherwise provided for by a collective bargaining agreement, all new employees shall serve a probationary period of six months commencing with their first day of employment, unless the District establishes a longer period on the basis of the cycle of work or because the duration of the probationary period is such that it is not possible to adequately evaluate performance within a six-month period. Similarly, an authorized paid or medical leave during

the probationary period may result in an extension of the probationary status by the number of consecutive calendar days of such absence.

During this period, the employer and employee will have an opportunity to determine whether further employment with the District is appropriate. Employment during the probationary period may be terminated at any time, with or without cause, and with or without notice.

An employee will not change from probationary status to any other status merely because of the amount of time worked in a probationary status. An employee will only change from a probationary status to a different status if he or she successfully completes the probationary period and is specifically notified in writing or through evaluation that he or she has become a full-time or part-time employee of the District. A probationary employee who is terminated will be notified in writing only that the employee has failed to complete the probationary assignment. No further reason for termination need be provided to the employee or otherwise maintained in an introductory employee's personnel file.

Introductory employees are entitled to all District-sponsored benefits as defined in this Handbook unless otherwise specified.

Full-Time Employees

A full-time employee is an employee who has successfully completed the probationary period and who is regularly scheduled to work 40 or more hours per week. Full-time employees are entitled to all District-sponsored benefits as defined in this Employee Handbook unless otherwise specified. Such designation does not change the at-will nature of the worker's employment, unless otherwise modified by a collective bargaining agreement.

Part-Time Employees

A part-time employee is an employee who has successfully completed the introductory period and who is regularly scheduled to work less than 40 hours per week. Part-time employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook, except to the extent that they may, depending on the number of hours worked annually they may be entitled to state mandated sick time. A designation as a part-time employee does not change the nature of the worker's at-will employment, unless otherwise modified by a written contract or a collective bargaining agreement.

Temporary Employees

Temporary employees are full or part-time employees who are hired for a particular project or for short-term assignments of limited or indefinite duration usually not to exceed six months in duration. The duration of a temporary employee may be extended at the sole discretion of the District. A temporary employee will not change from temporary to any other employee status

or classification simply because of the length of time spent as a temporary employee. The status of a temporary employee may change only if the employee is specifically notified in writing of the change in status by the District Manager. Temporary employees are not guaranteed employment for any specific length of time, and may be terminated at any time, with or without cause, and with or without notice as deemed appropriate by the District. Temporary employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook other than state mandated sick time.

Seasonal Employees

Seasonal employees are full or part-time employees who are employed for seasonal production work, and who are notified at the time of hire that the employment is seasonal and temporary. Seasonal employees **are not entitled** to accrue or receive any District-sponsored benefits defined in this Employee Handbook other than state mandated sick time.

2.2 Categories of Employment

Non-Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act. Employees in this category are entitled to overtime compensation for work in excess of 40 hours in a workweek. See section 4.1 of this Employee Handbook.

Exempt Employees

Exempt employees include all employees who are classified by the District as exempt from the overtime provisions of the Federal Fair Labor Standards Act. Such employees include those employees in executive, administrative or professional positions who qualify as exempt under California Law. Exempt employees are paid full salary for any week in which they perform work, without regard to hours or number of days worked. Exempt employees are not required to track or record hours worked. Notwithstanding the foregoing, exempt employees are expected to be generally available during the normal work hours of the District except when on leave. Exempt employees are required to notify the District in writing of time off taken for any purpose, including but not limited to, vacation, sick leave, administrative leave, bereavement leave, medical leave or leave taken for any other purpose. The District Manager must approve such leave.

2.3 Hours of Operation and Work Schedules

The normal workweek is defined as any seven-day period established by the District in which employees shall not exceed 40 work hours. Each employee's supervisor will advise the employee regarding his or her specific working hours in accordance with the needs of the department and position.

2.4 Time Cards

All non-exempt employees are required to track and record their time on a non-exempt time card. Time cards are used as a means of accurately recording hours worked and calculating pay. Accordingly, employees are required to record the time they begin and end work each day, and the beginning and end of each meal period. Unless scheduled and approved for overtime, employees are directed to clock in using their time card within five (5) minutes of the start of their shift or work day, and clock out with their time card within five (5) minutes of the end of their shift/workday.

It is strictly forbidden to falsify a time card or tamper with another employee's time card. If there is a mistake on the time card, an employee must inform the supervisor immediately.

Exempt employees are not required to track or record their time other than sick or vacation time. A written request for approval by the general manager must be provided in regards to information relating to any leave, vacation or sick time.

Any requests for leave must be scheduled in advance, and pre-approved by both the employee's supervisor and the District Manager. If the need for leave is unforeseen, notice of such leave must be given as soon as practicable under the circumstances.

2.5 Meal and Rest Periods

Meal Period

Each supervisor will schedule an unpaid meal period for at least 30 minutes but not to exceed 60 minutes for each non-exempt employee after not more than five hours of work. Employees must accurately record the beginning and ending times of their meal period on their time card. Employees are relieved from all duty during their meal period and may leave the District's premises. However, if 6 hours of work will complete the day's work, the employee and employer can mutually agree in writing to waive the meal period. Meal periods are not compensated.

Rest Periods

All non-exempt employees who work an eight-hour shift are provided two paid 10-minute rest periods per shift, one in each four-hour period. Rest periods may not be combined or added to an employee's meal period. Rest periods are paid as time worked and employees must remain on the premises during the 10-minute rest period. Rest periods are mandatory for all non-exempt employees.

Nursing mothers are authorized to take a reasonable amount of break time, unpaid, in a private place to express breast milk. Employees may be required to use the paid rest periods already provided, if possible.

SECTION 3: SELECTION AND HIRING OF EMPLOYEES

3.1 Appointment and Hiring of Employees

Authority for the appointment of the District Manager, Park Supervisor, Recreation Supervisor and Business Manager is vested in the Board of Directors.

Hiring of Employees

Full-Time

The District Manager must authorize and approve all remaining selections for hire. The selection and hiring of employees will follow these procedures: post a job announcement; receive and review applications; conduct an interview; supervisor shall request approval from the District Manager to make an offer; offer shall be in writing to applicant.

Part-Time

The District Manager has final approval for all selections for hire of part-time employees.

3.2 Post-Offer, Pre-Employment Background Checks

It is the District's policy to hire the most qualified individuals for open positions. This includes necessary steps to ensure the continued safety and security of our employees as well as the financial security of the District's business. Depending upon the degree of access to financial records and funds, certain positions will require an additional background check before making the decision to hire a prospective candidate.

Before filling selected positions within the District, background checks will be performed and reviewed by the General Manager or Business Manager for the following:

- ❑ Work History
- ❑ Valid California Driver's License and Driving Record (for positions where the majority of time is spent in the field or the position otherwise requires regular operation of a motor vehicle)
- ❑ Education Verification (when positions require certain professional degrees)

If an applicant does not have a valid California driver's license or his or her motor vehicle record indicates excessive moving violations, accidents, or citations for driving under the influence, he or she will not be eligible for a position that requires operation of a motor vehicle.

In addition to the foregoing positions that deal with check distribution to third parties (payment to vendors, providers, contractors, employees, etc.) or accounts receivable, cash management and payroll (payment received from banks, providers, employers, vendors, contractors, members/patients) or positions that involve working with minors, will be subject to a more extensive background check to include a criminal record.

If an applicant has been convicted of a crime involving theft, dishonesty, or fraud, he or she will not be eligible for a position involving finances or accounting or other sensitive or confidential District information.

Public Resources Code Section 5164 prohibits recreation districts from hiring or employing any person convicted of certain crimes, when the position involves the supervision or disciplining of minors.

All background checks on prospective employees will involve fingerprinting as an important component of the screening process. New and prospective employees will be required to pay for their own fingerprinting. The cost of the fingerprinting may be reimbursed after six (6) months employment.

Results of all background checks will be kept confidential. However, if the prospective employee does not qualify for his or her position due to a conviction in any of the subject areas referenced above (depending on the position sought), such applicant will be denied such position.

In addition, post-hire background checks, including fingerprinting, will be conducted by the District on a regular basis to assure that employees remained qualified for the position for which they were hired. The District utilizes the LiveScan process, which involves both bi-annual background checks, as well as random background checks, to assure that employees remain eligible for their positions.

3.3 Post Offer, Pre-Employment Medical Examinations

All applicants for specified job positions are required to take a job-related, pre-employment medical examination, consistent with business necessity, *before* they begin work. The list of specified job positions shall be maintained by the District Manager. All offers of employment for specified job positions are conditioned upon successful completion of this examination.

Post-offer, pre-employment medical examinations will be performed at the District's expense by a medical examiner of the District's choice. The medical examiner shall notify the District only as to whether an employee is fit to perform the essential functions of the specified job position for which the employee has received an offer. No other medical information will be obtained by the District, unless further information is necessary to engage in the interactive process for reasonable accommodation requests. All medical information shall be maintained in a confidential medical file for each employee.

3.4 Post-Offer, Pre-Employment Drug Testing

The District is committed to providing a safe, efficient and productive workplace. To achieve this objective, the District requires all full-time applicants who receive offers of employment to successfully complete a post-offer, pre-employment drug and alcohol screening examination, subject to all applicable legal requirements, *before* they begin work. The examination will be performed at the District's expense. All offers of employment are conditioned upon successful completion of this examination.

3.5 Anti-Favoritism Policy

There is no bar to employment of relatives in the District except where one of them would exercise a supervisory role in relation to the other, or if relatives are in job positions in which a conflict of interest could arise. For this purpose, a relative is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, cousin, corresponding in-law, "step" relation, or anyone related by marriage who is residing in the same household.

If two employees become "relatives" as defined above, and are in a supervisory relationship or in job positions in which a conflict of interest could arise, the employees will have 30 days to decide which employee will stay in his or her current position. If this decision is not made within 30 days, the District Manager will make the decision, taking into account the employment history, seniority, and job performance of both employees, as well as any other relevant factor. The District Manager has the discretion to determine whether the employee will be retained or otherwise transferred to an available position.

SECTION 4: COMPENSATION

4.1 Overtime Pay – Non-Exempt Employees

Non-Exempt, Full-Time Employees

Non-exempt, full-time employees who are required or permitted to work overtime will receive overtime compensation in accordance with the requirements of the Federal Fair Labor Standards Act (“FLSA”) and California’s Wage Orders. Overtime must be authorized in advance, in writing, by an employee’s immediate supervisor or by the General Manager.

Non-Exempt, Part-Time Employees

Non-exempt, part-time employees who are required or permitted to work overtime will receive overtime compensation in accordance with the requirements of the Federal Fair Labor Standards Act. Overtime must be authorized in advance, in writing, by an employee’s Division Manager or by the General Manager.

Exempt, Full-Time Employees

Exempt employees are exempt from the overtime provisions of the Federal Fair Labor Standards Act. Exempt employees are paid a weekly salary that is intended to fully compensate them for all hours worked each week, however few or many hours worked. The salary consists of a predetermined amount constituting the employee’s compensation for the entire week. Deductions from an exempt employee’s salary may occur only when authorized under the FLSA. This may occur, for example, when an employee has exhausted all accrued vacation or administrative leave and misses additional days of work for personal reasons.

4.2 Administrative Time Off For Exempt Employees

All exempt employees shall receive administrative time off during the fiscal year (July 1 through June 30). Administrative time off per category is as follows:

District Manager	120 hours per fiscal year
Other Exempt Employees	80 hours per fiscal year

Administrative time off does not carry over from year to year and must be used before the end of each fiscal year. Exempt employees shall request administrative time off in advance, in writing, to be approved by the District Manager. The District Manager has discretion to add additional administrative time off to individual exempt employees on a case-by-case basis. An

exempt employee's accrued administrative time off may be reduced for time the employee is absent from work. In such instance, the employee will still receive his or her guaranteed salary for that time.

4.3 Pay Procedures

Employees are paid every other Thursday. Each paycheck covers work performed through the completion of the two previous workweeks. Non-exempt employees are responsible for ensuring that their time cards are accurate and complete

4.4 Salary Program

Subsequent to submission of a recommendation by the District Manager, the Board of Directors shall annually adopt a salary schedule, which shall establish the rates of compensation for all positions. Nothing in this compensation schedule is intended to create any contractual rights or obligations, nor does it otherwise alter in any manner the at-will nature of employment with the District.

Compensation Schedule for Full-Time Employees

Full-time employees shall be employed on a ten-step salary range pay schedule, consisting of five annual adjustments and five merit adjustments.

New Hires: Full-time employees shall be hired at step one of the salary range for their job position, unless the hiring supervisor submits a written memorandum to the District Manager for approval that sets forth the justification for hiring an employee at step two or three. No employee can be hired at a salary range above step three for that job position unless approved by the Board of Directors upon the District Manager's recommendation.

Annual Salary Adjustments For Division Managers/Superintendents: Once a Division Manager/Superintendent has attained step five of his or her salary range for annual salary adjustments, a five-step merit salary adjustment may be available to deserving Division Managers/Superintendents if it is determined by the District Manager that the Division Manager/Superintendent has attained an overall evaluation of "above satisfactory" and, has made a "significant and measurable contribution" to the District over the preceding two years:

Annual Salary Adjustments*: Annual salary adjustments shall be determined by the employee's annual performance evaluation. An employee who receives an evaluation of satisfactory or above shall be entitled to the next step in his or her salary range until step five has been attained. An employee receiving an evaluation of "less than satisfactory" shall not be entitled to the next step increase unless and until that employee attains an evaluation of satisfactory. No pay increase will be allowed until the next satisfactory annual evaluation.

Merit Salary Adjustment*: Once an employee has attained step five of his or her salary range for annual salary adjustments, a five-step merit salary adjustment may be available to deserving employees if it is determined that the employee has made a “significant and measurable contribution” to the District and:

Option No. 1:

Has attained an overall evaluation of “satisfactory” for the preceding four years and have not had a step increase for at least four years; or

Option No. 2:

- a. Has attained an overall evaluation of “above satisfactory” for at least the two preceding years and,
- b. Has worked at least two years since the last step advancement and,
- c. Has successfully completed at least one course of study related to the employee’s assigned duties that has received prior approval by the District Manager pursuant to the Merit Salary Education Provision.

Option No. 3:

- a. Has attained an overall evaluation of “above satisfactory” for at least the two preceding years and,
- b. Has worked at least two years since the last step advancement and,
- c. Has exceeded all objectives outlined in performance evaluation
- d. Has performed out of class to develop a project that would have normally been assigned to the employees’ immediate supervisor and has been approved by the employees supervisor as well as the District Manager and,
- e. Has planned, developed and completed the agreed upon project to the satisfactory outcome for the district and employee and,
- f. Has chosen a project for completion that will allow the employee to work closely under supervision to plan, develop, budget and project labor to complete such project and,
- g. The employee understands that once a project is agreed upon and has begun, the project must be completed.

Merit Salary Education Provision

- a. Time off with pay may be granted to attend a class during work hours not to exceed six hours per week for a maximum of sixteen weeks per year. Travel time will not exceed three hours per week. The class selection is subject to approval by the District Manager. Time off must be scheduled so that it will

not have an adverse effect on the ability of the work force to perform the work required for the days of the class.

- b. Fifty percent (50%) of the enrollment or tuition cost, 100% for books which will become the property of the District, and 50% of the class material costs incurred by an employee for the course approved by the District Manager for purpose of merit salary adjustment will be reimbursed to the employee upon receipt of notification of successful completion of the course and copies of receipts for tuition, books and materials.
- c. The course of study must include a minimum of 16 hours of classroom instruction.

*All of the above adjustments are null and void if salary freeze is present.

Compensation Schedule for Part-Time, Temporary and Seasonal Employees

Compensation for part-time, temporary and seasonal employees shall be determined by the Temporary Seasonal Part-Time Pay Schedule.” Employees shall be hired at step one of the pay range for their job position, unless the hiring supervisor submits a written memorandum to the District Manager for approval that sets forth the justification for hiring an employee at step two or three. No employee can be hired at a salary range above step three for that job position. A 21-step wage structure is utilized for part-time employees.

Successful Completion of Probationary Period

Upon completion of the probationary period, an employee is eligible for a 6 month evaluation determining if permanent employee status is warranted. Once an employee has moved to permanent employee status, he or she will be eligible for a follow up evaluation and potential step increase at their 1 year anniversary hire date.

If an employee receives a State, Federal or District mandated wage increase, he/she will not be eligible for another step increase until 1 year thereafter. An annual evaluation will be completed at the time of the mandated increase and annually thereafter.

Employees not affected by mandated wage increases continue to receive annual evaluations become eligible annually for potential step increases.

District Manager

The District Manager’s salary shall be determined annually by the Board of Directors.

Salary after Promotion

An employee, upon receiving a promotion, shall receive no less than an amount equal to a one-step salary adjustment.

Salary after Position Reclassification

If a job position is reclassified because of an increased or decreased workload, the employee's pay will be adjusted accordingly.

Salary on Temporary Promotion or Temporary Workload Assignment Due To Job Vacancy

An employee who is promoted on a temporary basis to fill a position shall receive no less than a 5% increase in pay. Upon completion of the temporary assignment, the employee's pay will revert back to his or her permanent position pay level.

4.5 Holiday Pay

Non-Exempt, Full-Time Employees

A non-exempt, full-time employee who is required to work on a holiday observed by the District will receive overtime pay for the time worked at a rate of no less than one and one-half times his or her regular rate of pay.

Part-Time, Temporary and Seasonal Employees

A part-time, temporary or seasonal employee who is required to work on a holiday observed by the District shall receive his or her regular rate of pay for hours worked.

4.6 Call-Back Pay

Non-exempt employees who have completed their work day and have left their worksite and are ordered to return to duty following the employee's normal work day ("called back"), shall receive call-back pay for actual work performed or a minimum of 2 hours at their base pay unless the employee has exceeded their 40 hour work week.

- a. The order to return to work occurs the same day the employee completed a regularly scheduled work shift;
- b. The order to return to work is necessitated by unanticipated work requirements;
- c. The employee complies with the order to return to work.

4.7 Expense Allowances

Travel Expenses

Expense allowances for business-related travel, including reimbursement for use of a personal vehicle, lodging, meals and other related expenses will be authorized by the Board of Directors in conjunction with the annual budget to the extent possible. Reimbursement requests must be submitted, along with receipts or other proof of expenditures, within 30 days that the expense is incurred to be considered for reimbursement.

Expenses for meals while on business-related travel is limited to the GSA (General Services Administration) guidelines for meals and incidental expenses. Reimbursement for meals is excluded when a meal is included in the registration fee of a conference. In no event shall the District reimburse an employee for the expense of alcoholic beverages at meals or otherwise.

Vehicle Use Authorization & Expenses

All employees who may drive a District or privately owned vehicle for District business purposes must provide proof of a valid driver's license to Human Resources upon start date of District employment. Employees who wish to drive their personal vehicles for District purposes must also provide proof of automobile insurance.

Use of District Vehicles

- A. The District provides vehicles for District employees to use for official business purposes. The use of District vehicles offers a greater amount of control over mileage cost, vehicle usage, quality of maintenance, inspections, operation of safety equipment, and insurance.
- B. Only District employees are authorized to operate District vehicles.
- C. District owned vehicles may carry only those District employees whose duties require the use of a motor vehicle, and other persons whose business activities are important to District interests.
- D. Employees must abide by all State, Federal, County and City laws applicable to driving vehicles including cell phone use while driving.

- E. The District strongly encourages employees to car pool whenever possible, especially when attending District sponsored events.

Use of Private Vehicles

- A. An employee may use his/her personal vehicle(s), except bicycles, motorcycles, scooters or other similar types of vehicles, for District business upon written agreement to abide by this policy and authorization by his/her supervisor and the Business Manager.
- B. Employees authorized to use personal vehicles on District business must provide proof of insurance in accordance with Section V of this policy. In the state of California, insurance follows the vehicle; therefore, in the case of an accident where two or more policies apply, the owner of the vehicle shall provide the primary insurance and the insurance afforded by any other policy (i.e. the District) shall only cover the excess, if any (See Insurance Code §11580.9).
- C. It is the responsibility of the individual utilizing his/her privately owned vehicle to maintain accurate records of the purpose and extent of his/her travel and to follow District prescribed forms and procedures for reimbursement.
- D. The District is not liable for any damage to an employee's private vehicle, unless it is caused by the District's negligence.
- E. It is the responsibility of the employee involved in an accident while driving for District purposes to notify his/her immediate supervisor, the insurance company, and the Department of Motor Vehicles (DMV) if property damage exceeds \$750 or there is bodily injury or death. Please note that if an employee is responsible for an accident while driving his/her own vehicle, or a District vehicle, that employee may be subject to drug testing in accordance with the District's Substance Abuse Policy.

Driver's License

- A. All employees authorized to use District owned or privately owned vehicles for District business purposes must possess a valid California driver's license.
- B. Employees must maintain a valid and active driver's license appropriate for the class of vehicle(s) to be driven.

- C. An employee whose driver's license has been suspended or revoked for any reason must notify the General Manager. He/she shall not operate any District owned or private vehicles on District business during this period.

Insurance

- A. Proof of insurance is required before private vehicle use for District business is authorized. The District's insurance requirements are as follows:
 - 1. Employees who drive for District business purposes shall maintain minimum liability coverage in an amount not less than the California minimum insurance requirements of \$15,000 per person/\$30,000 per occurrence and property damage liability coverage of \$5,000 per occurrence.
 - 2. The District is not legally liable for any damage sustained to the employee's vehicle when used on District business. An employee may elect to purchase his/her own comprehensive and collision insurance coverage.
 - 3. The District shall not be responsible for any increase in the employee's premium rate as a result of an accident, or for any other reason.
 - 4. In the event of an accident, the employee is responsible for paying any deductibles the employee's insurance policy may require.
 - 5. If insurance coverage is canceled, terminated, lapsed, or for any other reason curtailed, the employee shall notify their supervisor and shall not use their vehicle on District business until such time as the required insurance coverage resumes.
- B. Employees authorized to use private vehicles on District business shall provide an insurance policy, certificate or other proof of coverage to Human Resources by January 31 of each year.
- C. When an employee operating a District owned vehicle is involved in an accident, defense and settlement of any claim on behalf of the employee, including any passengers, will be covered by the District's insurance carrier, subject to the terms and conditions of the Memorandum of Coverage. If an employee operating a District vehicle is sued independently as a result of an at-fault accident, the District's insurance will provide coverage to that employee if the accident qualifies as a covered occurrence.

- D. Should an employee using his/her private vehicle on District business be involved in an accident with resulting injury or property damage, the employee's own insurance carrier will respond to claims on behalf of the employee, including any potential passengers in the vehicle. Should a claim exceed the limits of the employee's auto insurance policy, the District, through its liability insurance program, will respond to any claims in an excess capacity on behalf of the employee, including potential claims of any passengers, if the accident qualifies as a covered occurrence.

Driving Record Review

- A. The District will enroll employees whose job classification requires a driver's license in the DMV Employer Pull Notice (EPN) program to promote driver safety through the ongoing review of driver records. Human Resources will maintain the list of positions subject to the EPN program.
- B. On an annual basis, or when a driver has received a written violation, the DMV will automatically send copies of the driving records to the District's General Manager. This will enable the District to review and manage risks associated with driver safety.
- C. In compliance with Vehicle Code Section 1808.47, all information received from the DMV will be used solely for the intended purpose of this policy. All information will be stored in locked areas and no addresses or other information will be given to any third party.
- D. Employees considered negligent operators by the DMV – those that have an accumulation of four or more points in a 12 month period or six points in a 24 month period or eight points in a 36 month period – may have District driving privileges suspended at the discretion of the District's General Manager or designee.
- E. Employees who have obtained temporary driving permits or hardship licenses shall notify General Manager who will then conduct a risk assessment including, but not limited to, the employee's overall driving record and safety performance. Based upon that assessment the General Manager or designee will determine whether to permit the employee to operate District or privately owned vehicles in the performance of official duties.
- F. An employee who cannot perform his/her essential job duties as a result of suspended driving privileges may be subject to discipline as permitted by law, the personnel policies and/or memorandum of understanding, as applicable.

Other Expenses

The District will, upon prior approval by the District Manager, pay for membership fees, dues assessments and other expenses required for membership in a community organization. The cost of a service club affiliation is not an approved expense.

SECTION 5: EMPLOYEE RELATIONS

5.1 Dress Code

Employees are expected to wear clothing appropriate for the nature of the District's business and the type of work performed. Specified job positions, as maintained in a list by the District Manager, are required to wear District uniforms. Employees must avoid clothing that can create a safety hazard. All personnel will be neat and clean in appearance to present the best possible image of the District to the community.

5.2 Professional Attitude and Conduct

All employees are expected to conduct themselves in a professional manner at all times.

5.3 Use of District Phone and Personal Cell Phone use for District Business

Eligibility

The General Manager, department heads or their staff may be issued an assigned cell phone or cell phone reimbursement if they meet the following requirements:

- The duties of the position require that the employee work regularly in the field away from landline communication and needs to be immediately accessible.
- The duties of the position make it necessary that the employee be accessible to communicate with upper management at any time.
- The duties of the position require a significant amount of travel during regular work hours and access to information technology systems.
- Program sites that do not have a landline will be assigned a site cell phone with equipment and accessories as needed.

Use of an assigned cell phone or cell phone reimbursement in any manner contrary to the rules and regulations of the District (including any department-specific rules), or any applicable state or federal laws, will constitute misuse and may result in immediate termination of the reimbursement or cancellation of the assigned cell phone, as applicable, and may subject the employee to disciplinary action.

Assigned Cell Phones

- District-owned cell phones assigned to staff or sites are intended for business purposes only.
- No user of a phone issued by the District shall have any expectation of personal privacy regarding the use of that phone. Any information placed on any District phone is subject to inspection by District personnel at any time. A District-owned phone shall remain the property of the District.
- Lost, stolen, malfunctioning or broken District-owned cell phones and equipment shall be promptly reported to the employee's supervisor who, if warranted, will request a block on the account to prevent fraudulent use. Replacement equipment will be ordered upon receipt of an authorized request by the supervisor.
- Based on the circumstances, if an employee has lost or damaged an assigned cell phone, any/all costs to replace or repair the phone may be the responsibility of the employee.
- Service providers will be chosen based on coverage, quality, reliability of service and best value to the District.

Inappropriate Use of Assigned Cell Phone

The following may be valid reasons that an employee may have their assigned cell phone or cell phone reimbursement revoked.

- Generating, sending, requesting, receiving, storing, displaying, or accessing offensive material including, but not limited to: sexually explicit material; material containing racial slurs, gender offensive comments or images; or, any material that would be offensive on the basis of age, sexual orientation, religious beliefs, national origin or disability.
- Downloading any non-District business material, e.g., applications and music.
- Conducting business for personal financial gain from District-assigned cell phones.
- Conducting illegal activities, e.g., gambling, placing bets, or buying drugs.
- Copyright infringement, downloading or forwarding of protected information, or violating licensing laws.
- Any activity that could result in negative publicity or adverse public reaction.
- Generating, sending, receiving, or requesting items of a political nature or having to do with political activities, aside from political issues that are integral to approved District business.

Cell Phone Reimbursements

Based on approval by the General Manager or department supervisor, employees may be provided a cell phone reimbursement in-lieu of an assigned district-owned cell phone. The reimbursement permits employees to make use of their personally owned devices for both department business and personal needs.

Authorization and Reimbursement Payment

The reimbursement is intended to reimburse the employee for the business use of the phone, not to pay the entire phone *bill*, under the assumption that the device will be used for both personal and business purposes by the employee. The District is not responsible for any additional costs associated with the cell phone, e.g., shipping, taxes, insurance, and accessories not required by the District.

- If an employee meets the eligibility requirements for a cell phone, as outlined above, a reimbursement may be requested using the Cell Phone Reimbursement Request form submitted by the employee's supervisor.
- The amount of the reimbursements will be determined by the General Manager based on the needs of the department.
- Reimbursements will be processed on a monthly basis, at the end of the month.
- The reimbursement allowance is neither permanent nor guaranteed. The District reserves the right to remove a participant from this plan and/or cancel the reimbursement for business reasons.

Employee Responsibilities

When a cell phone reimbursement has been approved for the purposes of official business, the employee must comply with the following:

- Non-exempt employees will be required to carry their phones during their assigned work hours, and accept all District business calls, texts and when applicable, emails.
- Exempt employees are expected to perform a job regardless of how many hours it takes to do so. As part of their assigned duties, exempt employees are required to accept and respond to business calls beyond their assigned work hours (except during approved time *off* for personal leave).
- Consent to their phone number being listed in department and District directories as needed so that they may be reached by co-workers during their work day, and may also list this number on business cards, as appropriate.
- Delete all District data from the cell phone when their employment with the District ends.

Employee use of Personal Cell phone

Personal cell phones not being utilized for District business may be used strictly during breaks and meal periods. Failure to respect the use of the company telephone and personal cell phone will be grounds for discipline, up to and including termination.

Cancellation of Reimbursement

A Cell Phone Reimbursement Request/Termination form must be submitted to cancel a reimbursement. Any reimbursement agreement will be immediately cancelled if:

- An employee receiving a cell phone reimbursement terminates employment with the District.
- The employee changes position or duties within the District which no longer requires the use of a cell phone for business reasons.
- A decision by management (unrelated to employee misconduct) results in the need to end the program.
- The employee does not want to retain the current cell phone contract for personal purposes.

Cell Phone Use and Texting While Driving

Unless using a hands-free device, employees shall not place or receive phone calls while operating a motor vehicle on District business and/or District time. Employees are prohibited from writing, sending, or reading text-based communication on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle on District business and/or District time. The only exclusion to this regulation is an emergency situation that requires an immediate 9-1-1 call and the driver is not able to pull to the side of the road. Any citations for hands-free violations shall be the responsibility of the employee. Violations may result in disciplinary action, up to and including termination.

Privacy and Public Records Act

Department assigned cell phones and site assigned cell phones are considered District property. The cell phone, its data and activity are subject to District review and may qualify as a public record under the Public Records Act (PRA).

The District reserves the right to review cell phone data and activity on any personal cell phone of staff receiving a cell phone reimbursement as long as the District has a justifiable reason. An example would include the need to review business text messages or calls to determine the extent of which the phone is being used for business-related purposes and if the reimbursement amount is appropriate. Any copies of business-related text messages, call logs or voicemail submitted to the District may qualify as a public record under the PRA.

5.4 Smoking

Smoking is prohibited in the District's buildings and in all District-owned and leased vehicles. For those employees who work in the field, including park areas, smoking is limited to District designated smoking areas. Smoking time is limited to an employee's break time, unpaid lunch period, or times when the employee is not working for the District.

5.5 Performance Evaluations

Performance evaluations are intended to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

Once an employee passes the probationary period, performance evaluations are conducted by an employee's immediate supervisor, and reviewed by the District Manager, on an annual basis, or more frequently at the District's discretion

If an employee is rated as "less than satisfactory" in an evaluation, the employee will be given an improvement plan with measurable planned outcomes and goals, and will be subsequently reevaluated. Corrective action, up to and including termination, may be considered at any time for performance-related problems.

5.6 IT/technology usage

The District's Technology Resources, including all computer, data, and software are critical to its business success. The District's Technology Resources include, but may not be limited to:

- Telephones, cellular phones, and voicemail
- Internal computer systems including desktop and notebook computers, and file servers
- External computer systems, including research databases, Internet, and e-mail

Using Technology Resources

All Technology Resources should be used only in furthering the District's business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for

anything other than District business other than the District's business. The District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the District's Technology Resources. The District further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of the District's Technology Resources.

No Right of Privacy

The District in general has no desire to invade the personal privacy of employees when there is no business need. However, the District provides the Technology Resources only to further its own business aims. Thus, employees should not expect and do not have any privacy rights when using the District's Technology Resources. The granting of a password does not confer any right of privacy upon any employee of the District and all Technology Resources, including all information, documents and messages stored therein, should be related to the business of the District.

The District may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. The District reserves the right to randomly and periodically monitor its Technology Resources at any time in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, the District reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose. Further, any information generated on or with the District's Technology Resources is subject to collection, storage, and disclosure in accordance with the District's Document Retention and Destruction Policy.

Internet and E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The District expects that its employees will use these resources in a responsible fashion and for business-related purposes only.

Downloading of software applications, even if they are free, is not allowed.

The District reserves the right to monitor the amount of time spent using online services and the sites visited by District personnel. The District reserves the right to limit Internet access to include or exclude certain Internet sites and/or services.

E-mail is not private communication, because others may be able to read or access the message. E-mail messages are considered business records and may be subject to discovery.

If an employee chooses to identify himself or herself as a District employee on a Web site, he or she must adhere to the following guidelines:

- Make it clear to readers that the views you are expressing are your views alone and do not reflect the views of the District.
- Do not disclose any information that is confidential or proprietary to the District (or to any third party which has disclosed its information to the District). Consult the District's confidentiality policy for guidance about what constitutes confidential information.
- Uphold the District's value of respect for the individual and do not make any disparaging or defamatory statements about the District employees, clients, partners, affiliates and others, including competitors.

Social media

District social media sites are for official purposes only. Designated employees acting in a professional capacity may post District related information. Employee postings of a personal nature are not allowed.

District's website - www.frrpd.com- will remain the District's primary and predominant means of internet communication. District social media sites shall supplement the District's required notices and standard methods of communication. The establishment of District social media sites is subject to approval by the General Manager. Upon approval, District social media sites will bear the name and/or official logo of the District. Supervisors shall monitor content on District social media sites to ensure adherence to both the District's Social Media Policy and the interest and goals of the District are being met.

District social media sites will be managed in a manner which is consistent with the Brown Act. All District social media sites will adhere to applicable federal, state and local laws, regulations and practices. District social media sites are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. Employees representing the District social media sites will conduct themselves at all times as a professional representative of the District and in accordance with District policies.

5.7 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with the District. All employees will be judged by the same performance standards and will be subject to District scheduling demands, regardless of any existing outside work requirements.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside District for materials produced or services rendered while performing their jobs at District.

If District determines that an employee's outside work interferes with performance or the ability to meet the requirements of District, the employee may be asked to terminate the outside employment if he or she wishes to remain with District.

5.8 Conflicts Of Interest

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the District Manager for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the District Manager of District. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific approval by the District Manager.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of District's dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the District Manager of District as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving District.

5.9 Inspection of Personnel Records

The District shall maintain a personnel file for each employee in the service of the District. The contents of an employee's files, except for letters of reference and certain other limited kinds of information are open for the employee's inspection upon request of the employee following request for an appointment. Employees are entitled to take notes about the entire contents of the file. An appointment to view the file will be made with the Business Manager at a mutually convenient time in accordance with all applicable laws, but in no case shall the appointment be delayed more than three (3) business days.

The District will keep employees' records private. However, there are certain times when information may be given to persons outside the District. These are:

- In response to a subpoena, court order, or order of an administrative agency;
- To a governmental agency as part of an investigation by the agency of the District's compliance with applicable law;
- In a lawsuit, administrative proceeding, grievance or arbitration in which the employee and the District are parties;
- In a workers' compensation proceeding;
- To administer employee health benefits;
- To a health care provider;
- For first aid or safety personnel when necessary; and,
- To a prospective employer or other person requesting a verification of the employee's employment, but only (a) if the employee gives the District a written release allowing it to give out information, or (b) we are providing only the dates of the employee's employment, his or her last or present job title, and the fact of his or her employment.

5.10 Continuing Education

The District encourages all employees to continue professional and occupational improvement.

Full time employees who have been employed with the District for one year or otherwise have the written permission of the General Manager will be permitted to enroll in certain selected courses that would benefit the District and would improve the employee's value to the District. The District may, in its sole discretion and upon prior written approval of the course by the District Manager, reimburse the employee for the cost of enrollment and tuition upon successful completion of the course with certification, which a copy will be placed in the employees file.

5.11 Conferences and Training

Exempt Employees

The Board of Directors has adopted the policy that, subject to sufficient funds being budgeted therefor, exempt staff members may attend conferences at District expense. The conference budget will be reviewed annually by the Board of Directors.

Non-Exempt, Full-Time Employees

Subject to District budgetary constraints and prior written approval by the District Manager, non-exempt, full-time employees may attend conferences unless otherwise denied, at District expense.

5.12 Jury Duty

The District encourages employees to serve on jury selection or jury duty when called. Full-time employees will receive up to a maximum of five days of paid leave while on jury duty. The District shall be reimbursed for any pay received from the court system, excluding travel allowance. Employees must notify their immediate supervisors of the need for time off for jury duty as soon as a notice of summons from the court is received. Employees may be required to provide written verification of service from the court clerk.

If an employee is not due to appear for jury duty until an afternoon court session, the employee is expected to work the usual morning schedule. If work time remains after any day of jury selection or jury duty, an employee is expected to return to work for the remainder of his or her work schedule.

5.13 Time Off For Voting

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days' notice that time off to vote is needed.

5.14 Military Leave

An employee may take a leave of absence to accommodate service in the armed forces, military reserves and National Guard. The specific terms of the absence and of the employee's rights to reinstatement, seniority, benefits and compensation after a military leave are governed by federal and state laws.

5.15 District Rate Reduction for Employees

Full-time permanent employees and their immediate family members shall receive a 20% reduction in the District's program participation fees. Part-time employees and their immediate family members shall receive a 10% reduction in the District's program participation fees. For the purposes of this section, the immediate family shall be restricted to a spouse or registered domestic partner having a common residence with the employee, and the employee's children.

SECTION 6: ZERO TOLERANCE POLICIES

6.1: Anti-Harassment and Discrimination Policies

Our Zero Tolerance Policy

The District is committed to providing a workplace free of harassment (including harassment based on gender, pregnancy, childbirth, related medical conditions or that is sexual in nature), as well as harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, veteran status, family care or medical leave status. The District will not tolerate harassment of employees, managers, supervisors, co-workers, or members of the public. It is the District's policy to ensure that all employees work in a hostile-free environment.

The District is also committed to a policy of zero discrimination in employment in relation to the policy described above.

What Is Harassment?

Harassment can take many forms and includes, but is not limited to, impeding another's movement or otherwise physically interfering with normal work, assault, making slurs, offensive jokes, gestures, displaying pictures, drawings, or cartoons. Sexually harassing conduct can also include other unwelcome conduct such as requests for sexual favors, unwelcome

sexual advances, and conversation containing offensive sexual comments. Sexually harassing conduct can be committed by a person of either the same or opposite sex.

Complaint Procedures

The District has established these complaint procedures for internal resolution of employees' work-related complaints of discrimination, harassment, or retaliation arising under this policy.

Notification of a Violation of the Zero Tolerance Policy

Any incident of harassment or discrimination should be reported promptly to the employee's immediate supervisor or the District Manager. Supervisors who receive complaints or who observe harassing conduct should inform the District Manager immediately. An employee is not required to complain first to their supervisor if the supervisor is the individual accused of harassing the employee. Instead, the employee may report the harassment to another supervisor or the District Manager. If the District Manager is the individual accused of harassing the employee, the employee may notify a Board Member.

Notification of the complaint can be made either orally or in writing, but should not be transmitted via e-mail, and should set forth in detail the basis for the employee's complaint. A formal complaint form is available through the District Manager, and employees are encouraged to use this form.

Retaliation Prohibited

The District will not tolerate retaliation against any employee for making a complaint under this policy, or otherwise for participating in the investigative process.

Administrative Remedy

In addition to notification as set forth above, affected employees may also direct complaints to the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission.

6.1 Anti-Harassment and Discrimination Policies

Investigation

Every reported complaint of harassment will be investigated thoroughly, promptly, and in accordance with the District's complaint procedure. The District Manager, or designee, will be responsible for investigating all internal complaints (unless the District Manager is the accused, in which case the investigation will be handled by a neutral, third party). The District Manager, or designee, will attempt to treat all internal complaints and investigations as confidential.

However, in the course of investigating and resolving internal complaints, some dissemination of information to others may be necessary in order to effectuate required corrective action or resolution of factual disputes.

On completion of the investigation, the District Manager, or designee, will notify the complainant and accused to advise them of the completion of the investigation and a summary of the findings. Personnel action as a result of the investigative findings is confidential and will not be disseminated to the complainant.

If a violation of this policy is found to have occurred, the District will take necessary action appropriately tailored to the circumstances.

6.2 Workplace Violence

Every employee has the right to a safe, secure and violence-free work environment. As such, the District intends to protect its employees, as fully as possible, against violent, threatening, or intimidating behavior that may occur in the work environment, and establishes the following zero tolerance policy regarding violence.

Violence in the workplace is unacceptable and will not be tolerated. Every employee has the right to work in an atmosphere free from verbal, written, physical and psychological violence.

All employees are to treat co-workers and visitors responsibly and respectfully. Any person who exhibits violent, threatening, harassing or intimidating behavior, or assaultive or abusive behavior, or who retaliates against another employee or visitor for any reason, will be subject to prompt investigation and corrective action. Similarly, the District prohibits the possession of weapons on any of its premises or wherever its business is conducted.

All employees are responsible for immediately notifying their supervisor or the District Manager of any violent behavior they have witnessed or to which they have been subjected.

The District will promptly and thoroughly investigate all reports of violence or threats of violence and of suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for violence or threats of violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment.

6.3 Alcohol and Drug Abuse Policy; Testing Policy

Section I: Purpose

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While FRRPD has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol can take its toll on job performance and employee safety. The District's concern is that employees at all times during working hours are in a condition to perform their duties safely and efficiently, in the interest of their fellow workers and the public, as well as themselves.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the District. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those who continue to be substance abusers and do not seek help.

Supervisors will be trained to recognize abusers and become involved in this control process. Alcohol or drug abuse will not be tolerated, and disciplinary action, up to and including termination, will be used as necessary to achieve this goal.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of District Division Managers, supervisors, and employees. To this end, the District will act to eliminate the abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other substance which could impair an employee's ability to safely and effectively perform the functions of the particular job) which increases the potential for accidents, absenteeism, substandard performance, poor employee morale, or damage to the District's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination, or in not being hired.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel as a result of reasonable suspicion as defined in

Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Any employee reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be directed to remain present at the work site for a reasonable time until he or she can be safely transported from the work site to an approved drug testing facility.

All employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident. Employees will be subject to an immediate drug/alcohol testing at an approved site for the following reasons:

1. Adequate documentation of unsatisfactory work performance or on the job behavior
2. Physical signs and symptoms consistent with prohibited substance use as noted by a District Supervisor trained in reasonable suspicion
3. Occurrence of an accident while operating a District vehicle or equipment.
4. Fights (meaning physical contact) assaults and disregard or violations of established safety, security, or other operation procedures
5. Random Testing: Employees whom operate District vehicles and/or equipment may be subjected to randomly selected, unannounced testing. The selection will be at random and each employee will have an equal chance of being tested each time selections are made. Employees may be tested either just before duty, on duty or when ceasing duty

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

Section II: Policy

It is District policy that employees shall not (1) use or be under the influence of alcohol or drugs while on duty. (2) Possess alcohol or drugs while on duty or in uniform, (3) sell or provide drugs or alcohol while on duty to any other employee or to any person, and/or (4) have their ability to work impaired as a result of the use of alcohol or drugs when at work.

No employee shall operate any vehicle, equipment or power tools while using or under the influence of alcohol or drugs. If found to be under the influence, the employee is to stay home until his or her drug test is negative.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking

medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel as a result of reasonable suspicion as defined in Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Any employee reasonably believed to be under the influence of alcohol or drugs shall be prevented from engaging in further work and shall be directed to remain present at the work site for a reasonable time until he or she can be safely transported from the work site.

The District is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under federal and/or state law.

While use of medically-prescribed medications and drugs is not per se a violation of this policy, failure by the employee to notify his/her supervisor before beginning work when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of District equipment can result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

The District reserves the right to search, without employee consent, all areas and property over which the District maintains full control or joint control with the employee. Otherwise, the District may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not fully or jointly controlled by the District.

Refusal to submit immediately to an alcohol and/or drug analysis when requested by District management or law enforcement personnel as a result of reasonable suspicion as defined in Section IV-B below may constitute insubordination and may be grounds for discipline, up to and including termination.

Section III: Application

This policy applies to all employees of and to all applicants for positions with the District. This policy applies to alcohol and to all substances, drugs, or medications, legal or illegal, which could impair an employees' ability to effectively and safely perform the functions of the job.

An Employee who is unable to work because of a total disability related to alcohol and/or drug addiction that is recognized under Federal or State guidelines as a disability, provided that the employee provides a physician's report certifying the disability, will not be subject to discipline pursuant to this policy as prescribed by law.

An employee must:

- (1) Not report to work while his/her ability to perform job duties is impaired due to on- or off-duty alcohol or drug use.
- (2) Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during working hours or while on standby duty with pay, or at any time while on District property or in uniform, except while off duty in District parks where permitted by ordinance. Nothing herein contained shall prohibit an employee from legally possessing alcohol in his/her home.
- (3) Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty.
- (4) Submit immediately to an alcohol and drug test when reasonable suspicion as defined in Section IV-B below exists and requested by a responsible District representative.
- (5) Notify his/her supervisor, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of District equipment.
- (6) Provide, within 24 hours of request, bona fide verification of a current, valid prescription for any potentially impairing drug or medication identified when a drug screen/test is positive. The prescription must be in the employee's name.
- (7) Upon hire for any position involving driving, provide a copy of their current, valid California driver's license and adequate proof of auto insurance.
- (8) Report suspected alcohol or drug abuse by another employee or supervisor to a Division Manager or by a Supervisor or manager to the District Manager.

Section IV: Management Responsibilities and Guidelines

A. District Division Managers and supervisors are responsible for reasonable enforcement of this policy.

B. Division Managers and/or supervisors may request that an employee submit to a drug and/or alcohol test when a Division Manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or standby duty. "Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that an employee's ability to perform the functions of the job is impaired or so that the employee's ability to perform his/her job safely is reduced. Existence of reasonable suspicion shall be based upon the totality of the circumstances and will normally, but not necessarily, include one or more of the following factors.

For example, any of the following, alone or in combination, may constitute reasonable suspicion:

1. Bloodshot or dilated eyes;
2. Inability to focus or lack of attentiveness;
3. Slurred speech;
4. Alcohol odor on breath;
5. Unsteady walking and movement;
6. Accident involving the employee, District property and/or equipment or property where reasonable suspicion of suspected use of alcohol or drugs exists, including the presence of one or more of the objective factors listed in this section.
7. Physical altercation instigated by the employee and where reasonable suspicion or alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
8. Verbal altercation instigated by the employee and where reasonable suspicion or alcohol or drug use exists, including the presence of one or more of the objective factors listed in this section.
9. Unusual behavior;
10. Possession of alcohol or drugs; and/or
11. Information obtained from a reliable person with personal knowledge.
12. Tardiness or failure to attend work.

C. Any Division Manager or supervisor requesting that an employee submit to a drug and/or alcohol test should document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or under the influence of drugs. The written documentation shall then be routed to the employee's Division Manager or his/her designee, provided, however, that if the Division Manager is the person making such request, it shall be routed to the District Manager or to the person acting in such capacity. The employee may choose either

a District-designated Division Manager or a police officer as the second person to confirm a supervisor's suspicion.

D. An employee who refuses an order to submit to a drug and/or alcohol analysis shall be reminded of the requirements and disciplinary consequences of this policy by any manager or supervisor. Where there is reasonable suspicion that the employee is then under the influence of alcohol or drugs, the manager or supervisor should not direct the employee to go home, but should ask the employee to remain for a reasonable time until the employee can be safely transported home.

E. Division Managers and supervisors shall not physically search the person of employees, nor shall they search the personal possession(s) of employees or their personal automobile without the freely given consent of, and in the presence of, the employee.

F. Supervisors shall notify their Division Manager or his/her designee when they have reasonable suspicion to believe that an employee may have illegal drugs in his/her possession or in an area jointly or fully controlled by the District. If the Division Manager or his/her designee concurs that there is a reasonable suspicion of illegal drug possession, the Division Manager shall notify the appropriate law enforcement agency.

G. Employees must notify their supervisors, before beginning work, when taking any medications or drugs, prescription or non-prescription, which may, with reasonable knowledge and/or when the employee experiences any of the reasonable suspicion factors listed here, interfere with the employee's safe and effective performance of duties or operation of District equipment.

H. The General Manager may designate one or more approved clinics, who shall have licensed physicians as Medical Review Officers, to receive drug test results from drug testing laboratories. Upon receiving the drug test results, the Medical Review Officer shall:

1. Review the results and determine if the standards and procedures required by this policy were followed.
2. For positive drug test results, interview the tested employee to determine if factors other than drug use may have caused the result.
3. Consider any assertions by the tested employee of irregularities in the sample collection and testing process.
4. Based on the above, provide a written explanation of the test results to the General Manager or designee.

Section V: Physical Examination and Procedure

The drug and/or alcohol test may test for any substance which could impair an employee’s ability to effectively and safely perform the functions of his/her job, including, but not limited to, prescription medications, heroin, cocaine, morphine and its Derivatives, PCP, methadone, barbiturates, amphetamines, marijuana, and other cannabinoids.

Section VI: Result of Drug and/or Alcohol Analysis

A. Pre-employment Physical

1. A positive result from a drug and/or alcohol analysis may result in the applicant not being hired if the applicant’s use of drugs and/or alcohol could affect requisite job standards, duties, or responsibilities.

2. If a drug screen is positive at the pre-employment physical, the applicant must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. If the prescription is not in the applicant’s name or the applicant does not provide acceptable verification, or if the drug is one that is likely to impair the applicant’s ability to perform the job duties, the applicant shall not be hired.

B. During Employment Physical or Alcohol/Drug Tests

1. A positive result from a drug and/or alcohol analysis establishing the employee’s tested level of alcohol or a prohibited drug as exceeding an objective concentration indicating impairment levels as set forth below may result in disciplinary action, up to and including discharge.

Quest 10/50 +

Substance	Min. Test Level
Amphetamines	300 ng/ml
Barbiturates	300 ng/ml
Benzodiazepines	300 ng/ml
Cocaine Metabolites	300 ng/ml
Marijuana Metabolites	50 ng/ml
Methadone	300 ng/ml
Methaqualone	300 ng/ml
Opiates	2000 ng/ml
Phencyclidine	25 ng/ml
Propoxyphene	300 ng/ml
Alcohol, Ethyl	.04

2. If the drug screen is positive, the employee must provide, within 24 hours of request, bona fide verification of a valid current prescription for the drug identified in the drug screen. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, or if the prescription is not in the employee's name, or if the employee has not previously notified his/her supervisor, the employee will be subject to disciplinary action, up to and including discharge.

3. If an alcohol or drug test is positive for alcohol or drugs, the District shall conduct an investigation to gather all facts. The decision to discipline or discharge will be carried out in conformance with District Personnel Rules and Regulations.

Section VII: Confidentiality

Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the General Manager. The reports or test results may be disclosed to District management on a strictly need-to-know basis and to the tested employee upon request. Disclosures, without patient consent, may also occur when (a) the information is compelled by law or by judicial or administrative process; (b) the information has been placed at issue in a formal dispute between the employer and the employee; (c) the information is to be used in administering an employee benefit plan; and/or (d) the information is needed by medical personnel for the diagnosis or treatment of the patient who is unable to authorize disclosure.

SECTION 7: EMPLOYEE BENEFITS

7.1 Holidays

The following shall be paid holidays for all full-time employees:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- From Christmas Eve day to New Year's Day

In the event a holiday falls on Sunday, the following Monday shall be observed. In the event a holiday falls on Saturday, the preceding Friday shall be observed, except with respect to the holiday days specified from Christmas Eve day to New Year's Day

7.2 Vacation

Accrual

Full-time employees earn vacation pay from their first day of work but are ineligible to take time off for vacation during their first six months of continuous employment.

Full-time employees earn vacation with pay as follows:

- One through three years of service – 10 days annually (80 hours)
- Four through ten years of service - 15 days annually (120 hours)
- Eleven years and over - 20 days annually (160 hours)

After the six-month waiting period, vacation can be scheduled any time during the year with approval of the employee's supervisor and the District Manager. Vacation accrual will be pro-rated for the first partial year of employment based on the number of months/weeks/days worked, as the District operates on the fiscal year for purposes of maintaining and accounting for vacation days accrued.

Maximum Accrual Balance

Employees are encouraged to use all earned vacation pay each calendar year. There is a "cap" on the number of accrued vacation days that can be carried over from one year to the next. The maximum vacation benefits an employee may carry over at the end of the fiscal year shall equal no more than one and half times vacation accrual at the employee's current annual vacation accrual rate. Should an employee reach this level, they will stop accruing until such time their accruals are below such number.

Allowable Carry Over at the end of the fiscal year:

- One through three years of service – 15 days (120 hours)
- Four through ten years of service – 22.5 days annually (180 hours)
- Eleven years and over - 30 days annually (240 hours)

Payment on Separation

Accrued vacation pay that has not been used will be paid at the time of resignation or termination. Vacation pay is paid at the employee's final rate of pay at the time of separation.

7.3 Sick Leave-Full-Time Employees

Accrual Rate

Full-time employees will earn sick leave at the rate of one working day for each full calendar month worked, or a portion thereof respectively.

No Maximum Accrual/Cap on Reimbursable Sick Leave

There is no limit on the maximum amount of sick leave employees may accumulate, and unused sick leave may be accumulated and carried forward into each ensuing calendar year. An employee will only be paid for accrued sick leave upon separation from employment if that employee has been employed by the District for five (5) years or more. Furthermore, there is a “cap” of \$2,500.00 on the amount that such employee shall receive, even if the amount of the employee’s accrued sick leave exceeds such value. Sick leave is paid at the employee’s final rate of pay at the time of separation.

Use and Certification

An employee may take sick leave after it is earned for an illness or injury, or up to one-half of his or her accrued sick leave balance per year to care for an ill family member. Immediate family for purposes of this section shall be restricted to father, mother, brother, sister, spouse, domestic partner, child or child for which the employee serves as legal guardian.

An employee taking sick leave must notify his or her supervisor via telephone call, voice message on the supervisor’s office telephone or via an email to the supervisor’s work email address a minimum of thirty (30) minutes prior to the start of the employee’s scheduled work shift.

Any employee who takes sick leave, whether for employee’s own illness or to care for an ill family member, for three days or longer is required to present a certification of illness, or disability, by a health care provider. If the leave is for the employee’s own illness, the employee must, prior to returning to work, provide certification from a health care provider that the employee is able to return to work.

Sick Leave Paid Time Off (Part-Time)

Sick Paid Time Off (PTO) for part-time employees who on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick days subject to the following terms:

1. A part-time employee who, works for thirty (30) days or more days within a year is entitled to Sick PTO. For purposes hereof, a work day is any 24 hour period. 12 a.m. to 11:59 p.m., during which a part-time employee works.
2. An eligible part-time employee shall accrue Sick PTO at the rate of one hour per every 30 hours worked, at the commencement of employment after this date.
3. A part-time employee shall be entitled to use accrued Sick PTO beginning on the 90th day of his or her employment, after which day the employee may use Sick PTO as they are accrued.
4. A part-time employee may not use over twenty-four (24) hours or three days of accrued Sick PTO in each fiscal year (July 1 through June 30).
5. Accrued Sick PTO shall carry over to the following year of employment. However, a part-time employee cannot accrue over forty-eight (48) hours of Sick PTO or six days.
6. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. However, if a part-time employee separates District and is rehired by District within one year from the date of separation, previously accrued and unused Sick PTO shall be reinstated. The employee shall be entitled to use those previously accrued and unused Sick PTO and to accrue additional Sick PTO upon rehiring.
7. If the need to use Sick PTO is foreseeable the employee shall provide reasonable advance notification to his or her immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave as soon as practicable.
8. The part-time employee must submit a written leave form, stating the hours requested or used for Sick PTO, to his or her immediate supervisor for approval.
9. A part-time employee shall be paid for Sick PTO taken no later than the payday for the payroll period during which the approved Sick PTO was taken.
10. The part-time employee shall receive his or her current hourly wage for approved Sick PTO.
11. Once a month eligible part-time employees who qualify for Sick PTO will receive written notice that set forth the amount of Sick PTO available.
12. Sick PTO for part-time employees may be used in the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.

- b. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
- c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- d. For an employee who is the victim of domestic violence, sexual assault or stalking.

7.4 Catastrophic Sick Leave Donations

In the event of a life-threatening illness or medically-required major surgical procedures, a catastrophic leave of absence with pay may be granted to employees at the sole discretion of the District Manager.

Paid catastrophic leave, and the duration of paid catastrophic leave, is conditioned upon the voluntary transfer by District employees of a portion of their accrued sick leave, up to a maximum of the lesser of 96 hours per calendar year or one-half of their accrued sick leave balance at the time of transfer, to be credited to the employee requesting catastrophic leave.

Substitution of Paid Leave

Prior to using donated leave time under this policy, employees requesting catastrophic leave must first exhaust all available accrued paid leave time, including vacation time, sick benefits, and any other available paid leave.

Leave Requests

Employees requesting catastrophic leave shall provide a written request to the District Manager. Donation requests and donations shall remain confidential to the extent possible.

Benefit Continuation

The District will continue to pay for health insurance benefits for employees on catastrophic leave for a period of up to 12 weeks. While on paid catastrophic leave, employees will not continue to accrue vacation and sick benefits.

Return Rights

Upon return from catastrophic leave, the District will make every effort to reinstate the employee to the position occupied when the leave commenced, unless either the job ceased to exist, or legitimate business reasons would otherwise preclude the employee from returning to the position, as determined in the sole discretion of the District and as allowed by law. However, an employee who returns from catastrophic leave has no greater right to any

position, pay or benefits than if the employee had been continuously working during the same period.

Release to Return To Work

Prior to returning from catastrophic leave, an employee must submit a verification from a health care provider regarding his or her fitness to return to work.

Return of Unused Donated Sick Leave Time

Unused, donated sick leave time under the catastrophic sick leave policy shall be returned to the donating employee's sick leave balance.

Interaction with Other Leave Entitlements:

Any leave taken under this provision that qualifies as leave under the state and/or federal family and medical leave laws runs concurrently and will be counted as family/medical leave and charged against the employee's entitlement of 12 workweeks of family/medical leave in a 12-month period.

7.5 Retirement Benefits

Eligible employees receive benefits under the State Public Employee's Retirement System (PERS). The District shall pay the employer's share into the Public Employee's Retirement System unless otherwise stated in a collective bargaining unit.

After retirement the employee will be allowed to retain health benefits with the District health plan for themselves, their spouse and/or family members at the employee's expense.

More detailed information regarding the PERS program is available upon request from the District Manager or Business Manager.

7.6 Insurance Benefits

Medical, Dental, Vision and Life Insurance

The District offers defined contributions for the premium for medical, dental, vision and life insurance benefits for full-time employees. Each individual employee may include their dependents and will cover any additional cost above the defined contribution provided. Should an employee not utilize any or all of his or her defined contribution or otherwise decline any or

all benefits, the funds that would have been paid for his or her benefits will remain in the general fund.

More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the District Manager or Business Manager.

Workers' Compensation Insurance

The District carries workers' compensation insurance coverage as required by law to protect employees who are injured on the job.

If an employee is injured while working, the employee must report it immediately to his or her supervisor. A full-time employee who qualifies for workers' compensation insurance and is unable to work may, at the employee's option, receive his or her full salary during the disability period by using his or her accrued sick leave balance, until it is depleted, to make up the difference between the employee's full salary and the amount of the compensation insurance payments. For questions about workers' compensation insurance program, contact the District Manager or Business Manager.

State Disability Insurance

District employees are covered under the state disability insurance plan (SDI). This insurance provides disability protection if an illness or injury not caused by the job prevents an employee from working. All employees are eligible and pay for this program through paycheck deductions. Claim forms are available from the Employment Development Department.

An employee who qualifies for SDI and is unable to work may, at the employee's option, receive his or her full salary during the disability period by using his or her accrued sick leave balance, until it is depleted, to make up the difference between the employee's full salary and the amount of the SDI payments.

SECTION 8: LEAVES OF ABSENCE

8.1 Bereavement Leave

In the event of a death in the immediate family of a permanent full time employee, the employee shall, upon request, be granted up to three consecutive days funeral leave with pay to make arrangements for the funeral and attend same without charge to the accumulated sick leave credits or vacation eligibility.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the District Manager.

For the purpose of this section, the immediate family shall be restricted to father, mother, spouse, child, brother, sister, grandparent, or a spouse of any of the foregoing.

8.2 Pregnancy Disability Leave (PDL)

The District provides unpaid pregnancy disability leave (PDL) to any employee who is temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions.

Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternative position.

Procedures for Requesting Leave: Employees should make requests for PDL to a manager at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for PDL and stating:

1. The date on which the employee became disabled due to pregnancy, childbirth or related medical condition, or the date on which the need for a transfer became medically advisable;

The probable duration of the period or periods of disability or the need for transfer; and

A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons, or that the transfer is medically advisable.

Re-certification may be required if the employee requests an extension beyond the original certification.

Any changes in this information contained in the health care provider's statement should be promptly reported to a manager.

Length of Leave: Full-time employees are normally granted unpaid leave for the period of the disability, up to a maximum of four months (88 working days). Part-time employees are granted unpaid leave on a pro-rata basis.

PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis. In other words, leave may be taken intermittently or on a reduced work schedule when determined medically advisable by the employee's health care provider. The smallest increment

of time that can be used for such leave is one hour. The District may transfer the employee to an alternative position or alter the existing job to accommodate intermittent leave or a reduced work schedule. The employee will receive the same pay and benefits in the alternative position.

Compensation during Leave: PDL is unpaid by the District. However, an employee may use accrued sick, vacation/administrative leave during PDL. During periods the employee is not receiving any wage replacement benefits through programs such as state disability insurance, the District may require the employee to use accrued sick leave. Substituted paid leave time will be counted toward the four-month entitlement.

Leave Concurrent with Family and Medical Leave: If the employee is eligible for leave under the federal Family and Medical Leave Act, the PDL will also be designated as time off under the FMLA. Please see the Family and Medical Leave policy for time off and benefits coverage during these leave periods.

Benefits during Unpaid Leave: Employees on PDL will not accrue further vacation or sick leave and will not be paid for holidays during any portion of the leave that is unpaid. The District will continue to pay its portion of medical premium payments until the end of the first month of PDL unless the employee is also covered by the FMLA. After medical coverage ceases, the employee may self-pay full medical premiums under the provisions of COBRA.

Return to Work: So that an employee's return to work can be properly scheduled, an employee on PDL is requested to provide her supervisor with at least two weeks' advance notice of the date she intends to return to work.

When PDL ends, an employee will be reinstated to her original position or to a comparable position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on PDL would have been laid off had she not gone on leave, or if the employee's position has been eliminated during the leave and there is no comparable position available, then the employee would not be entitled to reinstatement. An employee's use of PDL will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

Employees returning from PDL must submit a health care provider's verification of their fitness to return to work.

If the PDL expires and the employee fails to return to work or request an extension of the leave without contacting her manager, the District will assume that she does not plan to return and that she has ended her employment.

8.3 Family Care and Medical Leave

The District provides Family and Medical Leave in accordance with state (California Family Rights Act or CFRA) and federal (Family and Medical Leave Act or FMLA) leave laws.

Basis for Family and Medical Leave

Employees may take Family and Medical Leave for any of the following reasons: (1) the birth of the employee's child and to care for such child; (2) the placement of a child with the employee for adoption or foster care and to care for the newly-placed child; (3) to care for a spouse, registered domestic partner, child, child of a registered domestic partner, or parent ("covered relation") with a serious health condition; or (4) because of the employee's own serious health condition that renders him/her unable to perform an essential function of his/her position. Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth, adoption, or placement. In addition, spouses employed by the District who request leave because of reasons "1" or "2" only may take a combined total of 12 weeks leave during any 12-month period.

Additional Military Related Leave under the Federal FMLA

Employees may request up to 26 weeks of unpaid leave in a single 12 month period, considered "**Military Caregiver Leave.**" The 12 month period begins on the first day of leave. Leave to care for an injured or ill service member, when combined with other Family and Medical qualifying leave, may not exceed 26 workweeks in a single 12-month period.

This leave entitlement provides an eligible employee time to care for a family member who is a wounded U.S. military personnel (including spouse, son, daughter, parent or nearest blood relative) who suffered an injury or illness while on active-duty, provided that such injury or illness renders the family member medically unfit to perform duties of the member's office, grade, rank or rating. An employee is entitled to 26 workweeks of leave for each injured or ill service member. An eligible employee may take more than one period of 26 workweeks of leave if the leave is to care for different service members.

An employee requesting a Military Caregiver Leave will be required to complete a Certification for Serious Injury or Illness form. The completed form must include certification from a U. S. Department of Defense health care provider. This military leave entitlement extends the FMLA job-protected leave beyond the normal 12 weeks of FMLA leave.

Also, eligible employees may request up to 12 work weeks of FMLA leave, called "**Qualifying Exigency Leave**" arising out of a spouse, parent, or child's active duty or call to active duty in support of a contingency operation as a member of the reserve components of the Army National Guard of the United States, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, Coast Guard Reserve, or a retired member of the Regular Armed Forces or Reserve. An eligible employee may take FMLA leave for any of the following "qualifying exigencies:" (a) short-notice deployment (fewer than seven (7) days' notice), (b) military events and related activities, (c) childcare and school activities, (d) financial and legal arrangements, (e) counseling, (f) rest and recuperation, (g) post-deployment activities, and (h) other additional activities to address events that arise out of the covered military member's active duty or call to active duty.

The District may require a copy of the covered service member's active duty orders or other documentation verifying the covered service member is on active duty and has been called to active duty to support a contingency operation.

Eligibility

To be eligible for Family and Medical Leave, the employee must have at least 12 months of service with the District and must have worked at least 1,250 hours during the 12-month period preceding the date the leave is to begin. Additionally, the employee must work at a worksite where the District employs at least 50 part- or full-time employees within 75 miles of the worksite.

Duration

Employees may take up to a maximum of 12 workweeks of Family and Medical Leave within a 12-month period. (Military Caregiver Leave is allowed up to 26 weeks.) Family and Medical Leave is calculated based on the “rolling” 12 month period which is measured backward from the date the employee uses any Family and Medical Leave. Each time an employee requests Family and Medical Leave the number of weeks available will be based on the balance of the 12 workweeks that have not been used during the immediately preceding 12 months.

Intermittent Leave

Leave may be taken intermittently (in blocks of time due to a single health condition or on a reduced-time schedule) if the leave is for the serious health condition of the employee or the employee's family member, and if such intermittent leave is medically necessary as determined by the health care provider of the person with the serious health condition and if that need can be best accommodated through an intermittent or reduced leave schedule. The minimum duration that can be used for such leaves is one hour.

While an employee is on an intermittent or reduced leave schedule, the District may temporarily transfer him/her to an available alternative position that better accommodates the recurring leave and has equivalent pay and benefits. The District may reduce the salary of an exempt employee on an unpaid leave based on the amount of time actually worked if there is a medical need to accommodate a reduced leave schedule.

Any leave taken for the birth, adoption, or foster placement of a child must be taken within one year of the birth or placement of the child with the employee. Leave for this purpose may be taken in minimum increments of two weeks. However, the District will grant a request for a leave of less than two (2) weeks' duration for this reason on any two (2) occasions. Paid and unpaid leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12 workweek entitlement in a 12-month period.

Procedures

Employees requesting leave must contact their manager as soon as they become aware of the need for Family and Medical leave. A written request for FMLA, CFRA and Pregnancy Disability Leave (PDL) must be completed by the employee. The District will give the employee a “Notice to Employees – Employee Rights and Responsibilities under the FMLA.” Once the leave is determined as covered by FMLA, the employee will be notified of whether the leave of absence is approved within five business days.

If the leave is for the birth, adoption, or foster placement of a child, or for planned medical treatment for a serious health condition of the employee or family member, the employee must provide at least 30 days' advance notice before the leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. Additionally, if the employee is planning a medical treatment, he/she must advise his/her manager first regarding the dates of such treatment.

The District will require that the employee provide certification as explained below within 15 calendar days, after the employee is notified that his/her leave may qualify as Family and Medical leave, if practicable. If 30 day notice is provided by the employee, then the employee should provide the medical certification before the leave begins.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the health care provider stating:

1. the date of commencement of the serious health condition; the probable duration of the condition; that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

A serious health condition involves more than three (3) consecutive, full calendar days of incapacity with a first visit to the health care provider within seven days of the first day of incapacity. Medical treatment on two (2) or more occasions must be within 30 days of the first day of incapacity unless extenuating circumstances exist. Additional treatment needed is determined by the health care provider. The full definition of a "serious health condition" is noted at the end of this policy.

If an employee fails to provide medical certification in a timely manner, the District may delay the start of the FMLA leave. If the medical certification is incomplete or insufficient, the District will specify in writing the information that is lacking and give the employee seven (7) calendar days to provide the additional information.

The District will require a Fitness for Duty certification by the employee's health care provider that the employee is fit to return to his/her job.

If the leave is needed to care for the serious health condition of a family member, the employee must provide certification from the health care provider stating:

1. the date of commencement of the serious health condition; the probable duration of the condition; an estimate of the amount of time that the health care provider believes the employee needs to take in order to care for the child, parent, or spouse; and confirmation that the serious health condition warrants the participation of the employee.

Medical Opinion

If the Family and Medical Leave request is for the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider designated by the District. The health care provider designated by the District will not be one who is employed on a regular basis by the District. If the second opinion differs from the first opinion, the District

may require, at its expense, that the employee obtain a third opinion by a health care provider approved jointly by the District and the employee. The third opinion shall be considered final and binding on the District and the employee.

Recertification may be required if the employee requests an extension beyond the original certification. Recertification can also be requested every (6) six months at the discretion of management.

California based employees who are disabled due to pregnancy will be eligible for up to 88 work days while considered disabled due to pregnancy, which are additional benefits under the Pregnancy Disability Leave law. In California, time off from work because of the employee's disability due to pregnancy, childbirth or related medical condition is also counted as time used for FMLA leave, where applicable. (See the Pregnancy Disability Leave policy for more information.)

Compensation is not paid

Family and Medical Leave is unpaid leave although the employee may be eligible for short or long-term disability payments and/or workers' compensation benefits under those insurance plans. Those plans are described elsewhere in this Employee Handbook. Eligible employees may use accrued paid time, including administrative time, personal days, vacation and sick time, for unpaid Family and Medical Leave. During periods that employees are not receiving any wage-replacement benefits through programs such as workers' compensation or disability insurance, the District may require the employee to use accrued paid time, including administrative time, personal days, vacation and sick time.

The substitution of paid leave for unpaid leave does not extend the maximum 12-week leave period. Further, in no case may the substitution of paid leave for unpaid leave result in the employee receiving more than 100% of his/her salary. If the employee is not eligible to substitute paid leave, he/she may still be eligible for unpaid Family and Medical Leave.

Employees on leave will not continue to accrue vacation or sick leave.

Reporting While on Leave

Employees who take leave because of their own serious health condition or to care for a covered family relation, must contact the District as directed regarding the status of the condition and their intention to return to work. In addition, employees must give reasonable notice if the dates of leave change or are extended or initially were unknown.

Medical and Other Benefits

For the first 12 weeks of an approved Family and Medical Leave, the District will maintain the employee's health benefits as if he/she continued to be actively employed. If the employee takes a leave for disability caused by pregnancy, childbirth, or a related medical condition and follows that leave with "bonding" leave (covered by CFRA) to care for the newborn child, the leave may exceed 12 weeks, but the District will only pay for medical benefits for the first 12 weeks the employee is on leave. If paid leave is substituted for unpaid Family and Medical Leave,

the District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must pay his/her portion of the premium as directed by the District. The employee's health care coverage will cease if the employee's premium payment is more than 30 days late. If the employee's payment is more than 30 days late, the District will send the employee a letter to this effect. If the District does not receive the employee's co-payment within 15 days of that letter, the coverage may cease. If the employee elects not to return to work for at least 30 calendar days at the end of the leave period, he/she may be required to reimburse the District for the cost of the health benefit premiums paid by the District for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control.

Reinstatement

Upon return from a Family and Medical Leave with an acceptable fitness for duty evaluation, an employee will be reinstated to his/her original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on Family and Medical Leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated during the leave, then the employee would not be entitled to reinstatement. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before the leave.

Employees (or their designee if they are not able) are expected to provide regular reports of their status and intent to return to work while on FMLA leave. Employees are expected to return to work on the date agreed to on the Family/Medical Leave Request form.

Reinstatement may be denied to certain salaried "key" employees. Such employees will be notified of this possibility at the time the leave is requested.

An employee on FMLA leave may not accept employment with any other employer without the District's written permission. If an employee takes another job while on FMLA leave or any other authorized leave of absence, it may be considered a voluntary resignation of employment.

If an employee fails to report to work promptly at the end of the leave, the District will assume that the employee has resigned.

Extended Leave for Serious Health Condition. Leave taken because of the employee's own serious health condition may be extended upon: (1) written request to the District; (2) proof that the serious health condition has continued; and (3) approval by the District. If the employee does not return to work on the originally-scheduled return date or requests in advance an extension of the agreed upon leave with appropriate documentation, the employee may be deemed to have voluntarily resigned employment with the District. If the employee requests an extension of the leave beyond the 12-week entitlement, he/she may be required to submit additional documentation explaining or justifying the need for additional leave. Reinstatement is not guaranteed on an extended leave and will depend on District needs. Additionally, the employee will not be eligible for continued health care benefits during the leave. The employee may, however, be eligible to continue health care coverage through COBRA.

Further definition of a “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Absence Plus Treatment

- (a) A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - (1) Treatment (two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider), or
 - (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

Pregnancy

Only under FMLA, any period of incapacity due to pregnancy, or for prenatal care.

Chronic Conditions Requiring Treatment

A chronic condition which:

- (a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider,
- (b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- (c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more

than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

SECTION 9: SEPERATION OF EMPLOYMENT

9.1 Resignation

An employee may resign from the District at any time by submitting a written resignation to the District Manager or his or her immediate supervisor. The resignation shall be effective for all purposes upon its submission. An employee desiring to leave the service of the District in good standing shall submit a written statement of resignation to the District Manager at least two weeks before the last day of actual work.

SECTION 10: DISCIPLINARY ACTION

10.1 Causes for Disciplinary Action

The District may take disciplinary action against an employee for cause, including, but not limited to the following:

- a. Intentional misrepresentation and/or concealment of any fact in connection with obtaining employment;
- b. Neglect of duty;
- c. Violation of any lawful or reasonable policy or regulation of the District and/or directive or order made or given by an employee's supervisor, the division manager of the division in which the employee is employed, or the District Manager;
- d. Absence without official leave;
- e. Being under the influence of alcohol and/or any drug during working hours;
- f. Violation of any policy, regulation, rule, and/or order applicable to the employee's performance;
- g. Conviction of a felony or any crime involving moral turpitude;

- h. Disorderly or immoral conduct;
- i. Incompetence or inefficiency;
- j. Offensive treatment of the public or of other employees;
- k. Negligence and/or willful acts causing damage to District property or waste of District supplies or equipment; and,
- l. Misuse, misappropriation or theft of District property.
- m. Failure to maintain a valid California driver's license or conviction of a DUI for positions requiring regular operation of a motor vehicle or equipment.

10.2 Disciplinary Action

Disciplinary action may include, but shall not be limited to, the following:

- a. Discharge;
- b. Demotion;
- c. Suspension without pay;
- d. Written reprimand; or,
- e. Verbal reprimand.

The District may place any employee who is suspected of conduct that is subject to disciplinary action on administrative leave with pay at any time. There is no guarantee that an employee will be subjected to disciplinary short of termination prior to an actual termination. Circumstances will dictate the action to be taken by the District.

For positions requiring regular operation of a motor vehicle or equipment, an employee must maintain a valid California driver's license.

An employee who has his or her driver's license revoked or suspended or who is convicted of a DUI will be subject to demotion or termination depending on his or her classification. The District may alternatively consider accommodation for temporary license revocation if practicable.

10.3 Notice of Proposed Disciplinary Action

An employee against whom disciplinary action is to be taken shall be entitled to written notice of the disciplinary action intended to be taken and the reasons therefore. Such notice shall state in detail the reasons for the intended action and shall identify any documents relied upon by the District in taking the intended disciplinary action. To the extent permitted under law, the employee shall be entitled to inspect such documents.

10.4 Employee's Answer

An employee against whom intended disciplinary action is to be or has been taken shall be entitled to a hearing before the District Manager or, if the District Manager is the employee's immediate supervisor and the one imposing the intended disciplinary action, a representative of the personnel committee of the Board of Directors of the District. The employee shall have seven calendar days from and after the date he or she receives the notice of intended disciplinary action in which to request such hearing. The employee shall have the right to be represented at such hearing by a person of his or her choosing. At the hearing, the employee and his or her representative shall address the intended disciplinary action and the reason therefor, and in connection therewith shall be entitled to present evidence, including the statements of witnesses, in support of the employee's position that the intended disciplinary action is not justified. Within seven calendar days following such hearing, the District Manager or representative of the personnel committee of the Board of Directors of the District, whichever the case shall be, shall issue his or her written decision as to his or her findings setting forth what disciplinary action, if any, is to be taken and the reasons therefore. If disciplinary action is determined not appropriate and therefore not to be taken, the District shall delete any and all references to the pending action from the employee's personnel file.

10.5 Appeal of Decision of Hearing Officer

Within seven calendar days of receipt of the notice of decision of the hearing officer, the employee may elect to appeal such decision by delivering to the District Manager a notice of appeal in writing setting forth the intended disciplinary action against him or her from which he or she appeals and the reasons therefor. Upon receipt of such notice of appeal, the District Manager and the employee or the employee's representative shall meet and confer as soon as reasonably practicable but in any event within seven calendar days of the date of the appeal in an effort to appoint a mutually acceptable person to hear and decide the appeal. The person shall be a resident of Butte County, California and shall have recognized experience and knowledge of California employment law and employer-employee disputes. If the District

Manager and the employee or his or her representative are unable to mutually agree upon such a person within seven calendar days of the notice of appeal, each party shall appoint one person to hear and decide the appeal, and the persons so chosen shall mutually agree upon and appoint a third person. The third person so appointed shall serve as chairperson of the appeal panel. In no event shall a person appointed to hear and decide an appeal be a relative of any person that is a party or witness to the dispute, or an employee or member of the Board of Directors of the District. Any person appointed to hear and decide the appeal shall be unbiased and possess the integrity and impartiality necessary to protect the public's interests and the interests of the District and of the employee.

The hearing officer or officers shall within 15 days of his, her or their appointment, conduct a hearing on the appeal. The hearing officer or officers shall establish such procedures governing the hearing as they may determine appropriate, including rules for the admission and acceptance of evidence. The District shall have the burden of proof of establishing by a preponderance of the evidence that the intended disciplinary action is justified, and therefore shall go forward first with its case and evidence. The employee shall then present his or her case in defense. The District and employee each shall be entitled to be represented by a person of their choosing and shall be entitled to call witnesses of their choosing. Upon conclusion of the evidentiary part of the hearing, the hearing officer or officers may allow submission of closing briefs by the parties, provided that no more than seven calendar days from and after the date of the hearing shall be allowed for such, and the closing briefs, if allowed, will not exceed a total of 10 pages in length, exclusive of exhibits. Within 15 calendar days following the hearing, the hearing officer or officers shall issue their written decision, which decision shall be advisory only and subject to the Board of Directors' approval.

SECTION 11: CONFIDENTIALITY AND NON DISCLOSURE OR PROPRIETARY INFORMATION

11.1 Duty of Trust and Confidentiality

Employment with the District creates a duty of trust and confidentiality to the District with respect to certain proprietary information, including but not limited to, the following:

1. Information related to, applicable to, or useful to the District's business;
2. Information resulting from tasks assigned to me by the District;
3. Information resulting from the use of equipment, supplies, or facilities owned, leased or contracted for by the District;

4. Information related to, applicable to, or useful to the District pertaining to the District's clients or customers, which may be made known to you by the District or by such client or customer, or learned by you during your employment; or
5. Information relating to potential or existing project contract negotiations, personnel issues, financial plans, or other proprietary information that could be used to the detriment of the District, or for the benefit of any third party.

11.2 Nondisclosure of Proprietary Information

The duty of trust and confidentiality owed to the District as a result of employment extends to those items delineated in Section 11.1 hereinabove. Disclosure of such proprietary information to any third person, either during employment, or after employment with the District ceases.

SECTION 12: WORKPLACE SAFETY

12.1 District Workplace Safety Policy

The District is committed to workplace safety. It is each employee's obligation to be aware of and comply with all District safety policies and procedures.

The District has implemented an Injury and Illness Prevention Program (IIPP). To find out more information on this subject contact the District Manager or supervisor. The IIPP provides a system for identifying and evaluating workplace hazards, for correcting all safety-related deficiencies in a timely manner, for communicating with employees on safety matters, and for ensuring compliance with safe and healthy work practices.

District employees' are obligated to report all accidents and injuries to their supervisor. Sources of medical assistance for a workplace injury are set forth in IIPP.

12.2 Use of Equipment

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must notify the District Manager if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment can result in disciplinary action, up to and including termination of employment.

12.3 Security Inspections

The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, District prohibits the possession, transfer, sale or use of such materials on its premises. District requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remains the sole property of District. Accordingly, they, as well as any articles found within them, can be inspected by the District Manager or a representative of District at any time, either with or without prior notice.

AMENDMENTS TO THE DISTRICT EMPLOYEE HANDBOOK

Resolution #	Section Amended	Date Passed
1077-09	Section 2.4	December 30, 2009
1078-09	Section 3.2	December 30, 2009
1131-10	Section 6.3	November 23, 2010
1132-10	Section 7.3	November 23, 2010
1133-10	Section 3.2	November 23, 2010
1133-10	Section 10.1	November 23, 2010
1230-14	Section 3.4	January 14, 2014
1238-14	Section 1.5	May 27, 2014
1238-14	Section 2.1	May 27, 2014
1238-14	Section 2.4	May 27, 2014
1238-14	Section 2.5	May 27, 2014
1238-14	Section 4.1	May 27, 2014
1238-14	Section 4.4	May 27, 2014
1238-14	Section 4.6	May 27, 2014
1238-14	Section 4.7	May 27, 2014
1238-14	Section 6.3	May 27, 2014
1238-14	Section 7.3	May 27, 2014
1238-14	Section 7.6	May 27, 2014
1238-14	Section 8.1	May 27, 2014
1238-14	Section 12.1	May 27, 2014
1251-14	Annual Update To sections: 1.4, 2.1, 2.2, 3.2, 4.1, 4.4, 5.5, 5.6, 5.7, 5.10, 5.11, 5.12, 5.15, 5.12, 6.1, 6.3, 7.5, 8.1, 8.2, 8.3, 11.1, 11.2	November 12, 2014
1311-16	Annual Update To sections: 1,2, 3,4,5,6,7	March 22, 2016
Minutes 12/13/2016	Annual Update To sections: 1,2, 3,4,5,7,11,12	December 13, 2016