



EMPLOYEE HANDBOOK

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I. INTRODUCTION

A. WELCOME TO OUR DISTRICT!

We're very happy to welcome each employee to the Stallion Springs Community Services District (hereinafter "SSCSD" or the "District"). Thanks for joining us! The District would like our employees to feel that their association with the District will be a mutually beneficial and pleasant one.

Our employees are joining an organization that has established an outstanding reputation for quality services. Credit for this goes to every one of our employees. We hope that every employee will find satisfaction and take pride in their work here.

B. HANDBOOK PURPOSE

The Handbook contains policies that govern employment with SSCSD. The Handbook is designed as a guide to ensure consistent, fair, and uniform treatment of all employees. The Board of Directors has approved the provisions contained herein. SSCSD reserves the right to amend, supplement or rescind any provisions of this Handbook as it deems appropriate with or without notice. Employees shall be advised of changes in policies, benefits and/or procedures.

This Employee Handbook is presented as a matter of information and has been prepared to inform employees about the District's policies and benefits provided to our valued employees, as well as the conduct expected from them. While this handbook is not intended to be a book of all rules and regulations applicable during your employment or a contract, it does include some important guidelines about which employees should know. Except for the at-will employment provisions, the Handbook can be amended at any time with or without notice. The policies and procedures contained herein supersede any and all previously issued policies, procedures, rules or instructions related to human resource management at SSCSD.

It should also be noted that any benefits described in this Handbook are only brief summaries. Official plan documents should be consulted for further information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in this Handbook and the terms of the official plan documents, the provisions of the official plan documents, as interpreted at the sole and absolute discretion of the plan administrator, shall control. The actual benefits provided, as well as eligibility requirements, are determined by the official plan documents.

The General Manager, as Appointing Authority, shall have unilateral authority to interpret and implement the provisions contained herein. The General Manager may develop and issue procedures, consistent with the Handbook, to facilitate implementation. A copy of this Handbook shall be made available to all employees.

All employees shall receive and agree to abide by the provisions of this Handbook and are responsible for reviewing and understanding the contents herein. Employees shall sign and return an "Acknowledgement of Receipt of Employee Handbook" form confirming receipt and understanding of the Handbook.

No one other than authorized management may alter or modify any of the policies in this Employee Handbook. No statement or promise by a supervisor or designee is to be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable, invalid, or void, such a finding shall only invalidate the portion of the Handbook that is found to be unenforceable and the remainder of the Handbook shall remain in full force and effect. Nothing in this Handbook is intended to infringe upon employee rights under applicable federal and state law.

We ask that employees read this Handbook carefully, become familiar with the District and our policies, and refer to it whenever questions arise.

AMENDMENT PROCEDURE

This Handbook may be amended and changed from time to time as conditions require and as deemed appropriate by the Board of Director of the District. Subject to the requirements of the law, the District reserves the right to add to, delete from, or modify this plan either on an individual or organization-wide basis with or without notice.

II. EMPLOYMENT

A. EQUAL EMPLOYMENT

SSCSD is an equal opportunity employer. It is SSCSD's policy to provide equal employment opportunity for all applicants, employees, volunteers, interns, and persons performing services pursuant to a contract, in all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, social/recreational programs and general treatment during employment. SSCSD does not unlawfully discriminate on the basis of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws.

REASONABLE ACCOMMODATIONS

SSCSD shall make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant/employee who is otherwise able to safely perform all of the essential functions of his or her position unless undue hardship for the District would result in accordance with applicable federal, state or local law. It is the responsibility of each employee and supervisor along with the General Manager to follow this policy. Any applicant/employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager and request such accommodation.

POLICY AGAINST HARASSMENT

As set forth more fully in the District's Harassment, Discrimination, and Retaliation Reporting Policy, the District strictly prohibits unlawful harassment on the basis of protected classes under applicable law as mentioned above. (Harassment may consist of verbal, physical, or visual types.) This policy applies to all phases of the employment relationship including hiring, promoting, transfers, etc. Management considers this to be an extreme form of personal abuse and will take appropriate disciplinary action, up to and including termination, against any employee exhibiting such misconduct. Any applicant who encounters any form of harassment should immediately report the conduct to the General Manager (or the President of the Board of Directors where the General Manager is perceived as biased) and is entitled to a prompt fair review of his or her case.

POLICY AGAINST RETALIATION

The District similarly strictly prohibits retaliation against any employee for making a good-faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the complaint procedures described in more detail in the Harassment, Discrimination, and Retaliation Reporting Policy below. Claims of retaliation are taken seriously and are subject to the same complaint procedures.

B. PRE-EMPLOYMENT PROCESS

Prior to making an offer of employment, the District may conduct a job-related background check after proper notice has been provided and authorization obtained in accordance with applicable federal and state law. A comprehensive background check may consist of prior

employment verification, professional reference checks, education confirmation for certain positions and credit checks. Third-party services may be hired to perform these checks. All final candidates for employment must take and pass a drug and alcohol test along with his or her pre-employment physical and pass a criminal background check after receiving a contingent job offer of employment, but prior to starting work. Please note that despite its legal status in California, marijuana, including medical marijuana, remains an illegal drug under applicable federal law.

C. AT-WILL EMPLOYMENT STATUS

Employees are not hired for any definite or specified period of time even though employee wages are paid regularly. Employees are at-will with the District and their employment can be terminated at any time, with or without cause and with or without prior notice by either the District or the employee. District policy requires all employees to be hired at-will and this policy cannot be changed except by a written contract signed by the employee and the General Manager. There have been no implied or verbal agreements or promises to an employee that they will be discharged only under certain circumstances or after certain procedures are followed. There is no implied employment contract created by this Handbook or any other District document or written or verbal statement or policy.

It is understood and recognized by and between District management, the Board, and the Police Officers of the District that police officers have rights under the Public Safety Officers Procedural Bill of Rights Act pursuant to Government Code section 3300, et seq. It is further understood and acknowledged that the Police Department also operates according to an additional policy and procedure manual that is tailored specifically to Police operations.

D. IMMIGRATION LAW COMPLIANCE

In accordance with the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990, SSCSD will hire only those individuals who are authorized to work in the United States. All individuals who are offered employment shall be required to complete and sign the Immigration and Naturalization Service form 1-9. This form requires the employee to attest that he/she is authorized to work in the United States and that documents submitted are genuine. Strict compliance with this legal requirement is a condition of continued employment. Former employees who are rehired must also complete the form if they have not completed an 1-9 with the District within the past three (3) years, or if their previous 1-9 is no longer retained or valid.

E. INTRODUCTORY PERIOD

For a minimum of the first six (6) months of employment a new employee with the District are subject to an Introductory Period. For Police Officers, this is referred to as a probationary period and is for one (1) year. This introductory or probationary period is intended to give new and rehired employees the opportunity to demonstrate his/her ability to achieve a satisfactory level of adaptation and performance, and to determine whether the new position meets the mutual expectations of the new hire and the District. SSCSD uses this period to evaluate employee capabilities, work habits, conduct and overall performance and at the end of the introductory or probationary period will conduct an evaluation of the employee's performance. Upon successful completion of the introductory or probationary period, introductory or probationary employees become Regular employees. The District reserves the right, however, to extend the introductory

or probationary period should it determine, in its own discretion, that additional time is necessary.

At the end of the introductory or probationary period, the supervisor will discuss each employee's job performance with them. During the course of the discussion, employees are encouraged to give their comments and ideas as well.

At all times, whether during or after the introductory or probationary period, employment is at-will. Please understand that completion of the introductory or probationary period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for cause. Please also understand that completion of the introductory or probationary period does not imply that employees now have a contract of employment with the District, other than at-will. Completion of the introductory or probationary period does not alter the at-will employment relationship.

A former employee who has been rehired after a separation from the District of more than one year is considered an introductory or probationary employee during his/her first six (6) months following rehire.

F. EMPLOYMENT CLASSIFICATIONS

The District has established the following Employee Classifications for compensation and benefit purposes only. An employee's supervisor will inform the employee of their classification, status, and responsibilities at the time of hire, rehire, promotion or at any time a change in status occurs. These classifications do not alter the employment at-will status.

1. Introductory Employee: A newly hired employee for the first six (6) months of his or her employment. Newly hired police officers shall be considered introductory employees for one (1) year. A former employee who has been rehired after a separation from the District of more than one (1) year will be considered an introductory employee for the first six (6) months following rehire.
2. Regular Employee: An introductory employee shall become a regular full time or part time employee only upon receipt of written confirmation from the supervisor and appropriate management staff that the introductory period has been satisfactorily completed.
3. Full Time Regular Employee: An employee who is regularly scheduled to work an average of thirty (30) hours or more per week (the hours to be worked are established and then reviewed annually) is considered a full time employee.
4. Part Time Regular Employee: An employee who is regularly scheduled to work less than thirty (30) hours per week on average (the average hours are established and reviewed annually) is considered a part time employee, except under the CALPERS plan.
5. Temporary Employee: An employee who is scheduled to work on a temporary basis, for a specific need of the District. Temporary employees will not receive any benefits unless specifically authorized in writing or required by applicable law. Temporary employees are non-exempt and are compensated on an hourly basis.

Should a temporary employee be hired into a full time or part time job, the employee will enter the introductory period pursuant to the guidelines of this Handbook.

For the purpose of establishing accruals, etc., the anniversary date for a temporary employee is the date of hire as an introductory employee.

6. Salaried Employees: Salaried employees, unlike employees in the other classifications described in this chapter, must work all hours required to fulfill the responsibilities of their positions. These employees receive the same benefits as regular full time employees. Salaried positions in the District include the General Manager and the Chief of Police.
7. On Call Employees: Employees who are on call are free to leave District premises but must be able to respond to work within twenty (20) minutes of being notified of the need to return to work. Employees shall be compensated for all time spent on call at a rate of two dollars (\$2.00) per hour. However, upon leaving home he or she will be compensated at his/her regular hourly rate.
8. Exempt: Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements. The basic premise of exempt status is that the exempt employee is to work the hours required to meet his/her work responsibilities. This includes supervisors as well as designated office personnel.
9. Non-Exempt: Employees whose positions do not meet FLSA and state exemption tests and who are paid overtime wages for overtime hours worked in accordance with applicable law.

G. PERSONNEL RECORDS

The District will maintain various employment files while an individual remains an employee of the District. If any changes with respect to personal information, such as a change in home address and telephone number or a change of name occur, employees are required to notify their supervisor or the General Manager so the appropriate updates can be made to the files. The District will take reasonable precautions to protect employee files and employee personally identifiable information in its records.

All Employment, Payroll, Personnel and Benefits Files are available for review by the employee and General Manager. Access to these files is limited. These files are kept in a locked safe, at all times, and are accessed by the General Manager for information, documentation and filing purposes only.

In the event that an employee wishes to review his/her file(s), he/she must submit a written request to their supervisor or the General Manager to inspect his/her personnel records or for a copy of such records.

H. EMPLOYEE REFERENCES

The District restricts release of information regarding current and former employees provided to individuals and entities outside the District. This information is restricted to the employment dates and positions held in the District for that person. This is done to protect the District and its

employees and in conformance with applicable law. This information will only be released upon your signed consent form submitted by the requesting party.

I. JOB VACANCIES/POSTINGS/TRANSFERS

It is the policy of the District to promote qualified individuals from within rather than to select persons from outside the organization to fill vacancies in established positions or to fill newly created positions.

When job openings occur, the District will, at its discretion, post those openings in order to provide District employees the opportunity to submit their applications. However, if the District determines that it is in its best interest to hire from outside the organization, it retains the full discretion to do so.

Management reserves its right to place employees where, and in whatever jobs it deems necessary. All job transfers, job changes, reassignments, promotions or lateral transfers are at the discretion of the District, and employees are not guaranteed any specific job title, job duties, or rate of pay.

J. EMPLOYMENT OF RELATIVES

SSCSD seeks for its staff the best possible candidates through appropriate search procedures. There shall be no bar to appointment of relatives per se. However, the General Manager reserves the right to exercise appropriate discretion in each case. "Relative" means spouse, mother, father, stepmother, stepfather, or person who has acted in place of one of these, father-in-law, mother-in-law, child, stepchild, brother, sister, brother-in-law, and sister-in-law. SSCSD will accept and consider applicants for employment from relatives of a current employee, as defined above. Applicants must identify any individual who is a relative, as defined above, already employed by SSCSD at the time he/she applies for employment. Employees' relatives may not be eligible for employment where potential problems of supervision, safety, security, morale, or potential conflicts of interest exist. In cases where a potential conflict arises such as might occur through a romantic relationship or marriage of two employees, even if there is not managerial relationship involved, the parties may be separated by reassignment or terminated from employment. If the relationship is established after employment, and the determination is made to separate, then the individuals concerned must decide within thirty (30) calendar days, which individual will be transferred or terminated. Again, the General Manager reserves the right to exercise appropriate discretion in each individual case.

No employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a relative.

When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

Applicants and employees have an affirmative duty to immediately notify the District of a relative's application for employment with the District, or establishment of such relationship during employment.

K. REDUCTIONS IN FORCE

Under some circumstances, the District may need to restructure or reduce its workforce. If it becomes necessary to restructure the operations or reduce the number of employees, the District may take into account operational requirements, the skill, productivity, ability and past performance of those involved and, where those factors are equal, the employee's length of service will determine who shall be subjected to layoff.

L. OUTSIDE EMPLOYMENT

No District employee shall be permitted to accept employment in addition to or outside of District Service if:

1. The additional or outside employment leads to a conflict or potential conflict of interest for said employee; or
2. The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or
3. The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

M. USE OF DISTRICT MATERIALS

An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities or other District resources in connection with said employment. The employee may submit a request to the General Manager, who may authorize the use of District materials as specified herein or provide the employee with information acquired from such materials.

III. CONDUCT AND BEHAVIOR

A. GENERAL CONDUCT GUIDELINES

Orderly and efficient operation of the District requires that employees maintain proper standards of conduct and observe certain procedures. These guidelines are provided for informational purposes only and are not intended to be all-inclusive. Nothing herein is intended or shall be construed to change or replace, in any manner, the “at-will” employment relationship between the District and the employee. Employees have no right of progressive discipline. Employees may be disciplined, up to and including immediate termination, should the employee engage in any of the inappropriate conduct described below. Nothing herein is intended to infringe upon employee rights to discuss their terms and conditions of employment as protected under applicable federal and state law. The District views the following as a non-exhaustive list of inappropriate behavior:

1. Negligence, carelessness or inconsiderate treatment of District customers and/ or their matters/ files.
2. Theft, misappropriation or unauthorized possession or use of property, documents, records or funds belonging to the District, or any client or employee; removal of same from District premises without authorization.
3. Divulging confidential information, of any kind, to any unauthorized person(s) or without an official need to know.
4. Obtaining unauthorized confidential information pertaining to customers or employees.
5. Changing or falsifying client records, District records, personnel or pay records, including time sheets without authorization.
6. Willfully or carelessly damaging, defacing or mishandling property of a client, the District or other employees.
7. Inefficiency, incompetence, inattention to or dereliction of duty, or failure to perform assigned duties in a satisfactory manner.
8. Causing spoilage or rework through inattention, carelessness or the disregarding of work processes or instructions.
9. Taking or giving bribes of any nature, or anything of value, as an inducement to obtain special treatment, to provide confidential information or to obtain a position. Acceptance of any gratuities or gifts must be reported to a supervisor or manager.
10. Entering District premises without authorization.
11. Engaging in any type of workplace violence, including making threats.
12. Violation of any District rule, policy or procedure.
13. Willfully or carelessly violating security, safety, or fire prevention equipment or regulations.
14. Unauthorized use of District vehicles and equipment for personal use.

15. Illegal conduct, creating a disturbance on District premises or creating discord with customers.
16. Use of abusive language.
17. Any rude, discourteous or un-businesslike behavior, on or off District premises, which is not protected by Section 7 of the National Labor Relations Act (NLRA) or other applicable state law and which adversely affects the District services, operations, property, reputation or goodwill in the community or interferes with work.
18. Insubordination or refusing to follow instructions from a supervisor; refusal or unwillingness to accept a job assignment or to perform job requirements.
19. Failure to observe scheduled work hours; failure to notify a supervisor as soon as practicable in the event of an absence due to illness; failure to report to work when scheduled; unauthorized or excessive use of sick leave or any other leave of absence.
20. Leaving the office during scheduled work hours without permission; unauthorized absence from assigned work area during regularly scheduled work hours.
21. Sleeping or loitering during regular working hours.
22. Recording time for another employee or having time recorded to or by another employee.
23. Failure to accurately record all time worked, as well as meal period time off or falsifying time records.
24. Use or possession of intoxicating beverages or illegal use or possession of narcotics, marijuana or drugs (under state, federal or local laws), on District premises during working hours or reporting to work under the influence of intoxicants or drugs so as to interfere with job performance, or having any detectable amounts of drugs in an employee's system.
25. Distribution of, or sale of alcohol or any illegal substance.
26. Unauthorized possession of a weapon on District premises.
27. Illegal gambling on District premises.
28. Falsification of one's employment application, medical or employment history.
29. Falsifying insurance records or documentation.
30. Failure to report an accident or injury to your supervisor, or to be treated by a District physician.
31. Unauthorized operation or use of vehicles, machines, supplies, tools, or equipment.
32. Abuse, misuse, careless or intentional damage of any District property, tools, equipment, or the property of fellow employees, customers or guests.
33. Improper use and disposal of hazardous waste.

34. Abuse of established break periods.
35. Unauthorized entertainment and visitation of family or friends on District premises.
36. Engaging in any unsafe working practice that may endanger you, your co-workers, customers or guests.
37. Allowing unauthorized persons in a work area or on work equipment or in vehicles.
38. Violation of local, state or federal laws.
39. Failure to notify District supervisor upon taking any prescribed medication that may impair their ability to perform their respective job duties.

B. HARASSMENT, DISCRIMINATION, AND RETALIATION REPORTING

The District strictly prohibits all forms of harassment, discrimination, and retaliation (“Unlawful Practices”) in the workplace in order to maintain a productive and safe working environment. The purpose of this policy is to provide all employees with a clear understating of the District’s procedure for filing and investigating complaints concerning Unlawful Practices.

Policy Statement

The District has adopted a zero-tolerance policy in regards to unlawful harassment, discrimination, and retaliation. The default disciplinary action for any violation of this policy will be immediate termination of employment.

It is the policy of the District to provide each employee and applicant with an employment opportunity and work atmosphere that is free from discrimination. Accordingly, the District does not discriminate nor does it tolerate discrimination on the basis of race, religion, religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression, age (40 or over), sexual orientation, military and veteran status, or any other basis protected by federal, state or local laws (“Protected Categories”).

The District is also committed to providing a work environment that is free from unlawful harassment. In furtherance of this commitment, the District strictly prohibits all forms of unlawful harassment, including but not limited to harassment on the basis of any of the Protected Categories. The workplace is not a place for engaging in, or for having to fend off harassing remarks, depictions, or representations. Every employee has a right to a work in an environment free from harassment, regardless of the intent of the parties involved.

Similarly, the District strictly prohibits retaliation against any employee for making a good faith complaint of discrimination or harassment or for cooperating, assisting, testifying, or participating in any of the internal or external complaint procedures described below. Claims of retaliation are taken seriously and are subject to the same complaint procedures.

Persons Covered

This policy is applicable to all applicants and employees of the District, including supervisors and managers. The District prohibits managers, supervisors, and employees from engaging in any Unlawful Practice against co-workers, customers, vendors, suppliers, independent contractors and others doing business with the District. In addition, the District prohibits customers, vendors, suppliers, independent contractors and other third parties doing business with the District from harassing District employees.

This policy applies to all phases of the employment relationship, including recruitment, testing, hiring, upgrading, assignments, promotion/demotion, discipline, transfer, layoff, termination, rates of pay, benefits, and selection for training.

Prohibited Conduct

Sexual Harassment

Sexual harassment (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions, gender identity, gender expression, sex stereotype, sexual orientation, gender and transgender harassment) is defined as unwanted sexual advances, or visual, written, verbal or physical conduct of a sexual nature that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance. Such conduct constitutes prohibited, unlawful harassment when:

- 1) Submission to the conduct is made either an explicit or implicit condition of employment or promotion;
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision; and
- 3) The unwelcomed comments or conduct based on sex unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment

Examples of sexual harassment include, but are not limited to, unwelcome sexual propositions, hugging, kissing, or other offensive physical contact of a sexual nature; lewd gestures, remarks or innuendoes; unwelcome discussions of sexual practices or anatomy, and sexually offensive posters, photographs, drawings, cartoons, jokes, stories, nicknames, or comments about appearance; joking about sex; degrading words or terms of a sexual nature; prolonged staring or leering; and continued invitations to social events outside the workplace after being told such are unwelcome.

Other Types of Harassment

Harassment can take many forms beyond sexual harassment when based on a Protected Category. All other forms of harassment are also strictly prohibited. Such harassment includes, but is not limited to, the following examples:

- Verbal conduct such as making or using derogatory comments, epithets, slurs, jokes, or verbal abuse;
- Visual conduct such as prolong staring or leering at a person, gestures, and displaying of objects, posters, photographs, cartoons, or drawings;

- Written conduct such as suggestive or obscene letters, emails, drawings, notes or invitations; and
- Physical conduct such as assault, unwanted touching, or blocking normal movement, or violating someone’s “personal space.”

Please note that within the workplace, our right to free speech is necessarily subject to our legal duty to create and foster a workplace free of harassment or discrimination.

Finally, each one of us, regardless of whether we are an individual contributor/employee or a supervisor/manager is legally responsible for our own behavior if and when our actions are determined to be harassing. What does that mean? That means that in addition to the disciplinary consequences for engaging in unlawful harassment, which may include termination, people who harass others in the workplace may also be sued personally by their coworkers and therefore responsible for defending themselves in a lawsuit.

Discrimination & Retaliation

Any adverse employment action taken on the basis of a Protected Category constitutes unlawful discrimination and is strictly prohibited. “Adverse employment action” is defined as an action that results in a substantial adverse change in the terms and conditions of an employee’s employment including, but not limited to, decisions relating to hiring, firing, demoting, failing to promote, laterally transferring, and giving unwarranted and unfounded poor performance evaluations.

“Retaliation” is a form of an adverse employment action that is taken against an individual for opposing any legally prohibited employment practice or engaging in any legally protected employment activity. The District strictly prohibits all forms of retaliation.

Reporting Procedures

Internal Reporting

The District’s complaint procedure provides for an immediate, thorough, objective and confidential investigation of any claim alleging an Unlawful Practice, appropriate disciplinary action against one found to have engaged in an Unlawful Practice, and appropriate remedies for any victim of an Unlawful Practice.

Any employee who believes that he or she has been the victim of an Unlawful Practice or any employee who observes or otherwise becomes aware of such conduct has a duty to immediately notify the General Manager, who is responsible for investigating such complaints. An employee is not required to report the complaint to the General Manager if the General Manager is the individual who is engaging in the unlawful conduct, but may in the alternative report the conduct to the President of the Board of Directors.

Supervisors and other members of management who receive complaints or who observe unlawful conduct must immediately inform the General Manager or the President of the Board of Directors other appropriate personnel so that an investigation can be initiated.

All complaints should be as detailed as possible, including the names of individuals involved, the names of any witnesses, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etcetera).

The District will maintain confidentiality to the extent possible. Any supervisor who is informed of a complaint alleging an Unlawful Practice by an employee, or any other individual, must report said complaint to the General Manager immediately and must otherwise keep the matter confidential. The General Manager must also keep the matter confidential and not disclose the matter to any person who is not involved in the investigation or does not have legitimate work-related reasons for knowing of the complaint. Any supervisor who fails to comply with this paragraph will be subject to disciplinary action, up to and including termination of employment.

Investigation

Upon the filing of a complaint with the District, the complainant will be provided with a copy of this policy. All incidents of prohibited discrimination, harassment and/or retaliation that are reported will be subject to an impartial, fair, timely and thorough investigation. The investigation will reach reasonable conclusions based on the evidence collected. The District will document the timely, thorough, and objective investigation of the allegations to ensure reasonable progress is being made in the investigation. The District will inform the complainant of the progress of the investigation upon request.

The General Manager is the impartial person designated by the District to investigate complaints of Unlawful Practices. The General Manager may, however, delegate the investigation at his/her discretion to a qualified, impartial investigator. In the event the Unlawful Practice complaint is against the General Manager, a qualified, impartial investigator shall be appointed by the Board of Directors.

Cooperation

All employees are required to cooperate truthfully and in good faith with the District in any investigation under this policy. Knowingly making a false charge of an Unlawful Practice or a false statement in connection with an investigation, or deliberately interfering with any such investigation is also a violation of this policy and will subject an employee to discipline, up to and including discharge.

Corrective Action

At the conclusion of the timely investigation, if it is determined that an Unlawful Practice has occurred, the District will take immediate and effective remedial action commensurate with the circumstances. Corrective action may include, for example: training, referral to counseling, or disciplinary action, including but not limited to, verbal or written warning, suspension, transfer, demotion, and termination of employment, depending on the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the General Manager.

The complainant will be notified when the investigation has been completed and will be informed of the general outcome of the investigation, i.e., whether the complaint has been substantiated or unsubstantiated. However, the complainant is not entitled to know the corrective action, if any, imposed on the accused wrongdoer as that information is protected by the accused wrongdoer's right to privacy. Appropriate action will be taken to ensure the employee who has been found to have been discriminated against, harassed and/or retaliated against will not be discriminated against, harassed and/or retaliated against in the future, including but not limited to redistribution of this policy, training, transfer, etcetera.

Retaliation

No employee will be subject to any form of retaliation for reporting any violation or participating in any investigation under this policy truthfully and in good faith. Employees who believe they have been retaliated against in violation of this policy should utilize the same complaint procedure described above.

Anti-Harassment Training

All employees hired as or promoted to a supervisory or management position must undergo at least two (2) hours of interactive sexual harassment training within the first six (6) months of assuming a new supervisory or management position. Additionally, all supervisors and managers must complete at least two (2) hours of interactive sexual harassment training at least once every two (2) years thereafter. An employee who fails to comply with this section may be subject to disciplinary action, up to and including termination of employment.

External Complaint Procedure

The U.S. Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing are authorized to accept and investigate complaints of employment discrimination, harassment and retaliation and to mediate settlements. State and federal laws also prohibit retaliation against employees because they have filed a complaint with the EEOC or DFEH, participated in an investigation, proceeding, or hearing with the District, or opposed any practice made unlawful by Title VII or the FEHA.

For more information, contact the General Manager. Contact information for the DFEH can be obtained at www.dfeh.ca.gov. Contact information for the EEOC can be obtained at www.eeoc.gov.

Questions regarding this policy should be directed to the General Manager.

C. ANTI-BULLYING

In addition to the District's anti-harassment, -discrimination and -retaliation policy, the District believes it necessary to delineate a policy regarding abusive conduct, as such bullying has numerous negative effects on both individual employees and the District as a whole. Abusive conduct in the workplace may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. The District believes all employees should be able to work in an environment free of harassment and bullying.

Abusive conduct is defined as conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Some examples of abusive conduct in the workplace include repeated acts such as:

1. Verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating, or gratuitous sabotage
2. Unwarranted or invalid criticism
3. Blame without factual justification

4. Being treated differently than the rest of the employees in a work group
5. Being the target of cussing or disrespectful language
6. Exclusion or social isolation
7. Being the target of shouting or other behavior intended to humiliate the employee
8. Excessive “prank” jokes or teasing of an employee
9. Consistently undermining the work or position of an employee

The District considers abusive conduct unacceptable and will not tolerate it under any circumstances. Supervisors are to assume the responsibility to ensure employees are not subject to this type of conduct. Any employee who bullies a co-worker will be subject to disciplinary action, up to and including termination of employment.

The District encourages all employees to report this in accordance with the same complaint procedure as outlined above in the District’s “Harassment, Discrimination, and Retaliation Reporting” policy. All safeguards and guidelines applicable to complaints thereunder are equally as applicable to complaints of workplace bullying. The General Manager retains discretion to determine whether a complaint warrants the initiation of a formal investigation.

D. COMMUNICATION “OPEN DOOR” PROCEDURE

The District as outlined above has a specific procedure detailed in the separate “Harassment, Discrimination, and Retaliation Reporting” policy that should be used to report concerns or complaints related to possible harassment, discrimination, retaliation, or abusive conduct in the workplace.

However, in addition to the formal complaint mechanism, the District subscribes to the open door policy at all times and encourages all employees to come forward, when necessary, to share how we might be able to help with a particular situation. We have initiated certain steps to help you communicate your concerns and thoughts in a safe and confidential manner. Employees may bring a particular concern, suggestion, or complaint to the General Manager or their supervisor. In most cases, he or she will be able to give you an answer within three (3) working days. If for some reason the issue cannot be resolved in this time period, your supervisor will follow up promptly with an updated status to your concerns. If you do not feel comfortable talking to your direct supervisor, we suggest you speak with the General Manager.

Although the District cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. The District will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate.

E. PERFORMANCE EVALUATION

Employees will generally receive an initial appraisal of their job performance and upon the completion of their six (6) month introductory period, and annually thereafter. This evaluation may be either written or oral.

If in this appraisal employees are given an evaluation sheet or other written document, employees will be required to sign it. An employee's signature does not necessarily indicate that the employee agrees with all the comments, but merely that the employee has been given the opportunity to examine the evaluation and fully discuss the contents of it with his/her supervisor. The completed and signed evaluation form will be placed in the employee's personnel file and the employee will receive a copy of the performance evaluation. Any employee responses shall be maintained with the evaluation and made part of the employee's file. In addition to the formal annual review, informal counseling sessions may be conducted from time to time. Positive performance evaluations do not guarantee increases in salary or promotions.

F. CORRECTIVE ACTION

A high level of job performance is expected of each and every employee. In the event that an employee's job performance does not meet the standards established for the position, employees should seek assistance from their supervisor to attain an acceptable level of performance. If employees fail to respond to or fail to make positive efforts toward improvement, corrective action may ensue, including termination of employment.

It is the policy of the District to regard discipline as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the District may select to enhance job performance. The District is not required to take any disciplinary action before making an adverse employment decision, including discharge. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, discharge or in any combination of the above, if the District so elects. The District reserves its prerogative to discipline, and the manner and form of discipline, at its sole discretion.

IV. COMPENSATION

A. PAY PERIODS

Pay periods shall be every two (2) weeks (Tuesday). Pay vouchers shall be inclusive of pay for all hours in the two (2) preceding workweeks. In the event a payday falls on a holiday, paychecks will be distributed on the preceding workday.

B. PAYROLL DEDUCTIONS

Appropriate deductions are taken from the pay of all employees as required by state and/or federal law.

C. TERMINATION PAY

Resigning, retiring, and dismissed employees shall be paid on the regular payday for the last pay period worked. Upon separation from employment for any reason, employees are expected to promptly return all District property in their possession.

D. SALARY RANGE; COST OF LIVING ADJUSTMENTS

Once each year, the General Manager considers and recommends cost of living adjustment increases. The Board of Directors will approve such recommendations based on the General Manager's recommendations, budget constraints and other potential factors.

E. MERIT RAISES

Employees, with the exception of the General Manager and Police Chief, with a minimum of six (6) full calendar months of employment with the District shall be eligible for merit increase consideration.

The General Manager and the Police Chief would be subject to merit raises that the Board directly approves. Merit raises are not automatic and are subject to the following criteria:

1. The merit raise increase stays within the established salary range.
2. The employee has received positive evaluations.
3. For police officers, merit raises are based upon passing the introductory period and then meeting educational criteria and is subject to the Police Chief's approval.
4. For Public Works employees in the water and wastewater field, merit raises are based upon reaching goals of the state licenses needed at the District.
5. The General Manager must approve merit increases prior to presenting the proposed increase to the employee. The General Manager reserves the right to not approve merit increases based on budget restrictions and/or poor work performance. The General Manager will set the start date for a merit increase.
6. From time to time the General Manager will seek Board approval in making adjustments to the salary range based on the positions within the District's operations.

F. OVERTIME

Occasionally, you may be asked to, and/or be required to, work overtime. The District complies with all applicable federal laws with regard to payment of overtime work.

At times, employees are required to work overtime when assigned. Overtime is not to be worked without prior approval and must be authorized by a supervisor in advance. Working unauthorized overtime or the refusal or unavailability to work overtime is not acceptable work performance, and is subject to discipline, up to and including termination. Nonetheless, the District will pay employees for all hours actually worked in a given workweek in accordance with applicable law.

Overtime for the District is defined more broadly than under the FLSA as District policy provides overtime in all of the following situations:

1. Time worked in excess of forty (40) hours in a workweek.
2. Time worked on a designated holiday.
3. Time spent on an actual emergency response computed at the employee's overtime rate, when an off-duty employee is required to return to duty.

Whether an employee is eligible to receive overtime pay under these definitions depends on his or her classification as explained below.

For the purposes of determining eligibility to receive overtime, personnel are identified by the following two (2) categories.

1. Non-salaried (Non-Exempt) Employees:
 - a. Work beyond regular workday: Employees may be requested to work in excess of the regular workday by the General Manager or their supervisor. Work beyond the regular workday shall be permitted only on advance approval of the General Manager or the employee's supervisor. However, the District does not compensate hours worked in excess of the regular workday at an overtime rate unless those hours are beyond forty (40) in the workweek.
 - b. Termination of employment: In accordance with the FLSA, if an employee has any unused compensatory time off accrued at termination, the employee shall be paid for such unused compensatory time off at the employee's final rate of pay or the average rate received by the employee during the last three (3) years of his or her employment, whichever is higher.
 - c. Time off during the workweek: If a non-salaried, non-exempt employee needs to take time off and desires to make up the time rather than to be docked or have the time charged to the appropriate leave, said employee may make up the time, with the approval of the employee's supervisor, provided said time is made up within the same workweek in which the time was taken. The General Manager or the employee's supervisor has the authority, however, to require the employee to take time off within the established workweek on an hour for hour basis. In other words, make up time within the workweek is hour for hour and not deemed overtime.
2. Salaried (Exempt) Employees:
 - a. Salaried, exempt employees are not eligible for additional compensation or compensatory time off for hours worked in excess of forty (40) hours in

the designated workweek and are required to work the hours necessary to fulfill the responsibilities of the position.

- b. Such employees who are absent from work for one (1) or more full days due to illness or personal reasons and without sufficient leave accruals to cover the absence, will have their pay reduced accordingly in that pay period. In cases where such absence is for less than one (1) full day where sufficient leave is not available, he/she is not subject to such reduction in pay, but may be subject to discipline, up to and including termination, should such absences violate District policy and/or affect quantity or quality of work product.

G. COMP TIME POLICY

Only non-exempt employees are eligible to elect to receive compensatory time off. At the employee's option, compensatory time off, or "comp time" hours can be earned up to a total of forty (40) hours by any employee eligible to receive overtime pay. When the maximum number of comp time hours has been reached, the hours worked in excess of the normal work day or week as defined in the Overtime Pay Work Schedule assigned to the employee shall be paid as overtime wages. No further comp time shall be accrued until the comp time balance is reduced below the maximum of 40 hours.

In order to receive comp time in lieu of overtime pay, the employee must enter into a written agreement with the District stating generally that the employee would like the option to receive comp time prior to completion of the work. Subsequently once the employee does work overtime in a pay period, the employee must make a notation on his/her timesheet to indicate that he/she would like to receive comp time in lieu of overtime pay. To request the use of comp time for time off would require completion of a time off request form. The approval will depend in part on the work requirements of the District and the vacation schedules of other employees. If your employment with the District ends, any accrued comp time shall be paid pursuant to your current rate of pay or the average rate received by the employee during the last three (3) years of his or her employment, whichever is higher.

All non-exempt employees who work more than forty (40) in one workweek may receive comp time, in lieu of overtime pay, at the rate of 1.5 times the employee's hours for:

1. Time worked in excess of forty (40) hours in a workweek.
2. Time worked on a designated holiday.
3. Time spent on an actual emergency response computed at the employee's overtime rate, when an off-duty employee is required to return to duty. all hours worked in excess of forty (40) hours in any one workweek.

H. HOLIDAY

Full time and part time non-exempt employees working at the discretion of the General Manager on a District recognized holiday as detailed in the "Holidays" section below are paid at time and one half (1.5) for actual hours worked, plus the holiday pay.

Temporary workers are not eligible for holiday pay and should they work a District recognized holiday, that day is treated as any regular workday for payment purposes.

I. ON CALL POLICY

For any employee who is on call, he or she shall be compensated at the rate of two dollars (\$2.00) per hour for on call time, or such other amount as determined by the Board. The employee shall not be entitled to any other compensation for on call time, and hours spent on call shall not be included in calculating benefits or overtime. If an employee on call makes an actual response, then he or she shall be compensated at his or her regular rate of pay, including overtime, if applicable, for time spent on such actual response, beginning when the employee leaves his or her residence and ending when the job is completed, or for a minimum of two (2) hours, whichever is greater. On call pay shall not be paid for time spent on an actual response.

J. WORK ASSIGNMENTS

In addition to specific duties that may accompany an individual's job responsibilities, each job also includes "and other assigned duties." Employees may be required to perform duties or tasks of a fellow employee who is absent or for a position that is temporarily vacant or the job duties of their position may be altered. Employees will be compensated at their regular rate of pay while performing other assigned duties.

V. BENEFITS

A. HEALTH/DISABILITY BENEFITS

The District offers health, dental and vision benefits to full-time employees. "Full-time" employees are those employees who are regularly scheduled to work at least thirty (30) hours per work week. The District also provides disability, unemployment, worker's compensation, life insurance, long-term disability and retirement plans in accordance with applicable law and governing plan documents.

The District will provide you with additional information regarding the various plans described below as you become eligible to participate in them. These plans are subject to the terms and conditions of the relevant plan documents and/or applicable law. For more information regarding these plans please consult with the General Manager.

B. EMPLOYEE EDUCATION

All regular full-time employees are encouraged to further their education, thereby improving job skills and knowledge. To foster this constructive approach, employees are encouraged to take advantage of worthwhile courses at schools, colleges, or through correspondence. The first step will be receiving prior written approval for the educational class desired. For qualified courses, the District shall reimburse employees for their costs of registration, books and laboratory and other fees for materials. The District may cover the costs of travel, parking or meals -based upon prior approval.

To qualify, a course must:

1. Be part of a curriculum which is approved by the General Manager (i.e. undergraduate or graduate degree program at a college or university, certificate program or other technical program at a technical college).

OR

2. Be related to the employee's work and benefit the District through improved or more effective job performance which is approved by the General Manager.

Unless otherwise approved, all class and study time must be outside the employee's normal working hours and the course must be completed in a satisfactory manner. A passing grade must be achieved for reimbursement provisions of this policy to apply. Upon completion of the course, the employee shall submit a request for reimbursement along with receipts and verification of successful completion to obtain the requested reimbursement. Evidence of successful completion of the course with a minimum grade of "C" or the equivalent thereof and receipts for the allowable expenses must be submitted prior to reimbursement.

C. HOLIDAYS

Regular full-time and Part-Time employees are entitled to the following paid holidays observed by the District:

Holiday	Date(s)
New Year's Eve -1/2 Day	December 31
New Year's Day	January 1
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November & following Friday
Christmas	December 24th (1/2 Day) December 25 (Full Day)

Other days or parts of days may be designated as holidays with pay. No holiday pay will be paid to an employee who is on an unpaid status, or on any leave of absence. If a Holiday falls on a Saturday, or Sunday, the Holiday will be observed on the previous Friday, or the following Monday, respectively. Full time and part time non-exempt employees working at the discretion of the General Manager on a District recognized holiday are paid at time and one half (1.5) for actual hours worked, plus the holiday pay.

Part-Time regular employees will accrue Holiday pay on a pro rata basis. For example, an employee who works forty (40) hours out of Eighty (80) hour two-week period shall accrue four (4) hours of Holiday pay.

Full-time Police Officers and Public Works employees working a 4/10 schedule shall receive ten (10) hours of holiday pay when a District recognized holiday falls within a workweek but they must take a subsequent day off within that same workweek so that they are compensated for a total of forty (40) hours only (i.e. 30 hours actually worked and 10 holiday hours).

D. FLOATING HOLIDAYS

Each Full-Time employee who occupies a regular position on May 1 or November 1 of each year shall be credited with eight (8) hours' floating holiday time on each of the above dates. Such floating holidays must be taken in eight (8) hour increments only. Floating holiday hourly credit shall not accumulate beyond a total of twenty-eight (28) hours. Upon termination an employee shall be paid for all floating holiday time earned but not taken up to a maximum of twenty-eight (28) hours.

Regular Part-Time employees receive prorated floating holiday time.

In recognition that full-time Police Officers and Public Works employees work the same number of hours over a one-year period as administrative employees, full-time Police Officers and Public Works employees on a 4/10 schedule shall similarly only accrue floating holiday hours in eight (8) hour increments.

E. VACATION

The SSCSD provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. The District believes that this time is valuable for employees in order to enhance their productivity and make their work experience with the District personally satisfying. The District also provides long-service employees with additional vacation benefits as years of service are accumulated. The District further encourages all employees to use accrued amount not later than the calendar year immediately following the year in which the vacation was earned — whenever possible.

This policy shall apply to regular and introductory period full time and part time employees. The policy does not apply to temporary employees, as temporary employees are not eligible to accrue vacation time.

All full-time regular employees accrue paid vacations according to the following schedule:

Employment Years	Vacation Days	
First 5 Years	10 days/80 Hrs.	None taken in first 6 months of employment
Years 6 through 9	15 days/120 Hrs.	Begins after 5th anniversary
10 and beyond	20 days/160 Hrs.	Begins after 9th anniversary

Vacation days begin to accrue upon hire. Vacation days are accrued on a bi-weekly, per pay period basis over the course of the year based on the amount of vacation days you are eligible to receive. Employees are eligible to begin using vacation time after 6 months of employment. Vacation time may carry over into the next year, subject to the accrual restrictions described below.

Part Time and Temporary Employees

Vacation accrual for Part Time District employees shall be calculated based upon the length of employment and accrue on a pro-rata basis. Part time employees shall accrue the appropriate percentage of their hours worked relative to the total full time hours available for that month. For example: an employee in his/her third year of employment who works 80 hours out of a 160 hour work month will accrue 3.333 vacation hours for the month. Temporary employees do not accrue vacation.

Upon termination of employment for any reason, the District shall compensate the employee for his/her accumulated unused vacation time at his/her straight time rate of pay at the time of termination.

The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

The District realizes that at times emergencies arise and employees may need additional funds above their ordinary pay. While the District desires employees to use accumulated vacation for recreation, rest and relaxation, at the discretion of the General Manager, employees may request

such pay from accumulated vacation with the reason for the request in writing. The General Manager may approve the request. Denials of such request can be appealed with the Board of Directors.

Vacations need to be scheduled with the General Manager with sufficient notice so as to not disrupt the workplace.

Maximum Accrual

For non-exempt employees, vacation accruals may not exceed 300 hours. When an employee's vacation accrual reaches 300 hours, vacation will no longer accrue until such time the balance drops below 300 hours.

For exempt employees (salaried), vacation accruals may not exceed 600 hours. When an employee's vacation reaches 600 hours, vacation will no longer accrue until such time the balance drops below 600 hours.

1. Vacation pay shall be paid to the employee in the regular course of the District's business during the period of his/her time off for vacation at the employee's current rate of pay.
2. Vacation time will be reviewed annually, on/around the 8th of December, and employees, who would otherwise end the year with more than four (4) weeks of vacation, may be paid down to four (4) weeks, at their current rate of pay, on the final paycheck of the year at the District's discretion. Employees may choose to have vacation pay paid out to a qualified 457 Retirement Plan in the event that the District determines that it will pay down vacation time to four (4) weeks.
3. Vacation pay in emergencies may be requested in writing. Such pay from accumulated vacation time with the reason for the request. Approval is at the General Manager's discretion. Denials of such request may be appealed to the Board of Directors.
4. All Vacations must be requested and approved in writing.
5. If a holiday falls within a vacation period, that day shall be considered as a paid holiday, and not vacation time.
6. The General Manager may periodically review accumulated vacation and, at his/her discretion, enforce vacation time to be taken.

An employee is not permitted to borrow on future accrual of vacation benefits. If an employee has used any vacation days before they have been accrued and then leaves the employment of the District, the overdrawn amount must be repaid to the District.

F. PAID SICK LEAVE

A full-time regular employee begins to accrue paid sick leave at the rate of eight (8) hours of paid sick leave per month beginning on the first day of employment with the District to be paid at employee's current rate of pay. All other employees who are not full-time will accrue paid sick leave on a pro-rata basis.

An employee is not eligible to begin using paid sick leave until his or her 90th day of employment with the District.

An employee can only accrue paid sick leave up to a cap of 800 hours of sick leave. Sick leave does not accrue once the cap is reached, but accrual begins again when accrued sick leave drops below this cap. Any unused accrued paid sick leave carries over year to year while continuously employed.

An employee may use accrued paid sick leave for one of the following reasons:

- The diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or an employee's family member; or
- To attend legal proceedings, or to obtain medical treatment, counseling or other victims' services for domestic violence, sexual assault, or stalking.

A "family member" for these purposes is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling. Additionally, paid sick leave may be used for an employee who is a victim of domestic violence, sexual assault or stalking.

An employee shall provide reasonable advance notification of his or her need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g. doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to his or her supervisor as soon as is practicable.

Paid sick leave will not be considered hours worked for purposes of overtime calculation.

An employee will receive compensation for 50% of his or her unused accrued paid sick leave upon termination, resignation, retirement or other separation from employment from the District at the employee's final rate of pay.

If an employee separates from employment with SSCSD and is re-hired by the District within one (1) year of the date of separation, previously accrued and unused paid sick leave hours that were not paid out upon the employee's separation shall be reinstated. However, if a rehired employee had not yet met the 90 days requirement of probationary employment, at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District prior to using sick leave. The employee will be credited the number of days he or she worked previously for the District.

The District strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy. Employees who believe they have been discriminated or retaliated against must report their concerns to the General Manager.

Other Benefits

It is solely the Employee's responsibility to apply for any disability benefits for which they may be eligible as a result of illness or disability, including California State Disability Insurance, workers' compensation insurance, and/or any other disability insurance benefits. Paid sick leave benefits will be fully integrated with other benefits available, such that at no time will you be paid more than your regular compensation.

G. FAMILY CARE LEAVES

The District is a covered employer under the federal Family Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”) but no District employees are currently eligible for FMLA/CFRA leave. In order to be eligible for FMLA/CFRA leave, all three of the following requirements must be met:

- 1) An employee has worked for the District for at least 12 months;
- 2) An employee has worked a minimum of 1,250 hours during the 12-month period immediately preceding any leave request; AND
- 3) As of the date of a leave request, the District employs at least 50 full- and/or part-time employees at the employee’s worksite or within 75 road miles of the worksite

Please refer to the “Personal Leave Without Pay” section below for information on how to request unpaid leaves.

H. PREGNANCY/CHILDBIRTH (PREGNANCY DISABILITY LEAVE – PDL)

In accordance with applicable law and this policy, eligible employees are entitled to a leave of absence and/or transfer on account of pregnancy, regardless of length of service.

Pregnancy Disability Leave

A woman is “disabled by pregnancy” if, in the opinion of her health care provider, she is unable to work at all or is unable to perform one or more of the essential functions of her job or to perform these without undue risk to herself, to the successful completion of her pregnancy, or to other persons.

Any employee who is disabled due to pregnancy, childbirth, or related medical conditions is provided with Pregnancy-Disability Leave (“PDL”) for the period of actual disability up to four (4) months, or 17 1/3 weeks per pregnancy. PDL is provided under California state law. Employees who regularly work more or less than a 40-hour workweek are entitled to such leave on a pro rata basis.

Notice of Leave/Transfer or Other Reasonable Accommodation Requests

Pregnant employees should notify the General Manager as soon as possible regarding their intent/need to take a leave of absence, to transfer, or for a reasonable accommodation due to pregnancy, childbirth or related medical conditions. Such notice should specify the anticipated timing and duration of the leave, transfer, or reasonable accommodation.

Where the need for a leave of absence, transfer, or reasonable accommodation is foreseeable, employees must provide such notice at least 30 days prior to the date the leave, transfer, or reasonable accommodation is to begin. Further, employees must consult with the General Manager and make a reasonable effort to schedule any planned medical treatment or supervision so as to minimize any disruption to the District’s operations. Actual scheduling is subject to the approval of the employee’s health care provider.

Where 30 days’ advance notice is not possible, notice must be given as soon as possible. However, the District will not deny a PDL, transfer, or reasonable accommodation where the

need for leave is an emergency or was otherwise unforeseeable on the basis that an employee did not provide sufficient advance notice.

The District shall respond to the leave or transfer request as soon as practicable and, in any event, no later than 10 calendar days after receiving the request. The District shall attempt to respond to the leave request before the date the leave is due to begin. Once given, approval shall be deemed retroactive to the date of the first day of the leave.

Pay During PDL

An employee on PDL *must* use any or all accrued sick Leave at the beginning of any otherwise unpaid leave period. An employee *may* substitute any accrued vacation or floating holiday hours for PDL.

Unless using sick leave or vacation, PDL is unpaid leave.

The receipt or entitlement to sick leave or SDI benefits will not extend the length of PDL.

Sick leave, vacation, and floating holidays do not accrue during unpaid portions of PDL.

Benefits During PDL

During PDL, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period.

Thus, the employee must continue to pay her share of the health plan premiums during the leave. The employee must make arrangements with the District for the payment of such premiums.

The District may recover from the employee the premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired and the employee's failure to return is for a reason other than:

- The continuation, recurrence, or onset of a health condition that entitles the employee to PDL, unless the employee chooses not to return after the PDL, in which case the District can recover such premiums;
- Non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following the leave, in which case the District can recover such premiums; or
- Other circumstances beyond the employee's control.

Similar to other unpaid leaves, in accordance with District policy, employees on PDL will accrue employment benefits only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

Medical Certification

An employee requesting PDL must provide medical certification from her health care provider. Failure to provide the required certification in a timely manner (within 15 days of the leave request) may result in denial of leave benefits until such certification is provided.

Any such PDL medical certification from a health care provider shall provide the following information:

- 1) The date on which the employee became disabled due to pregnancy, childbirth, or a related medical condition;
- 2) The probable duration of the period or periods of disability; and
- 3) An explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, her pregnancy, or to other persons.

In the case of a Pregnancy-Disability transfer or reasonable accommodation, the medical certification shall provide the following information:

- 1) The date on which the need to transfer or reasonably accommodate became medically advisable;
- 2) The estimated duration of the reasonable accommodation or transfer;
- 3) An explanatory statement that, due to the employee's pregnancy, the transfer or reasonable accommodation is medically advisable; and
- 4) A description of the requested reasonable accommodation or transfer.

Recertifications are required if PDL is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.

Return to Work

An employee who timely returns to work at the expiration of her PDL will be reinstated to her former position upon release to return to work by her health care provider, consistent with applicable law.

- Where a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated by the date agreed upon, provided that the employee has provided medical certification of her fitness for duty.
- If the actual reinstatement date differs from the original agreement, the employee will be reinstated within two (2) business days, where feasible, after the employee notifies the District of her readiness to return and provides medical certification of her fitness for duty.
- Failure to return to work, without good cause, on the next work day following the expiration of pregnancy disability leave may be grounds for termination of employment.

The employee is not, however, entitled to any greater right of reinstatement than she would have had if she had not taken leave. Thus, reinstatement to the “same position” may be denied if:

- For legitimate business reasons unrelated to the employee having taken a pregnancy disability leave or transfer, the employee would not otherwise have been employed in her same position at the time reinstatement is requested; or
- Each means of preserving the job or duties for the employee (such as leaving it unfilled or filling it with a temporary employee) would substantially undermine the District’s ability to operate safely and efficiently.

Also, the employee has no greater right to reinstatement to a “comparable position” or to other benefits and conditions of employment than an employee who has been continuously employed. Thus, reinstatement to a comparable position may be denied if:

- There is no comparable position open on the employee’s scheduled date of reinstatement or within 60 calendar days thereafter; or
- The employee would not have been offered a comparable position if she would have been continuously at work during the PDL or transfer period.

I. MILITARY LEAVE

If employees are on an extended military leave of absence, they are entitled to be restored to their previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is a member of the reserve corps of the Armed Forces of the United States or of the National Guard or the Naval Militia will be granted temporary leave of absence without pay while engaged in military duty as required by state employment law. A letter or a copy of orders from the employee’s commanding officer is required to establish the dates of duty, and should be provided to the General Manager as soon as possible.

J. TEMPORARY DISABILITY LEAVE

The District recognizes that a temporary disability may preclude an employee’s attendance at work. Where the District becomes aware of such temporary disability, either through an employee’s request for a reasonable accommodation or other legally recognized means, the District will attempt to reasonably accommodate the needs of the employee by engaging in an interactive process to determine if there is a reasonable accommodation that will both meet the needs of the employee and not impose an undue hardship on the District. The duration of a disability leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For more information please contact the General Manager. If a leave is granted, any extensions will be subject to the same considerations.

Where applicable, the District may request the employee to provide documentation that:

- 1) Describes the nature, severity, and duration of the employee's temporary disability;
- 2) Describes the activity that the temporary disability limits;
- 3) Substantiates the need for leave;
- 4) Provides an estimate of the dates and duration of the leave; and
- 5) Provides the name and credentials of the employee's health care provider

In the event that the documentation is determined to be insufficient, the District shall provide the reasons why the documentation is insufficient and give the employee an opportunity to timely provide additional information to remedy the insufficiency(ies). If the employee fails to provide such additional information, the District will deny the leave until such documentation is provided.

For leaves extending beyond one (1) year, the District may require that the additional documentation substantiating the need for the leave be provided on a yearly basis.

Prior to returning to employment with the District, employees will be required to submit written medical certification of their ability to resume work, including any restrictions. Upon returning to work, if employees qualify, they will be reinstated to their former position or one that is comparable, depending upon the availability of any position at that time.

The District observes and complies with all federal and state medical leave regulations that pertain to our employees.

During any Temporary Disability Leave, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee continued in employment continuously for the leave period. Thus, an employee must continue to pay his/her share of the health plan premiums during the leave. The employee must make arrangements with the District for the payment of such premiums.

Any unused accrued vacation, floating holidays, or sick leave shall be used prior to the effective date of the temporary disability leave.

K. CONTINUATION OF BENEFITS

Under the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees may be allowed to continue their health insurance benefits, at the employee's expense, generally for up to 18 months after experiencing a qualifying event as outlined below. Longer periods of coverage may be available depending upon the qualifying event.

To qualify for COBRA continuation coverage, an employee must have a qualifying event that causes the employee to lose group health coverage. The law currently states that the following are qualifying events for:

Employees

1. Voluntary or involuntary termination of employment for reasons other than gross misconduct
2. Reduction in numbers of hours worked

Spouses

1. Loss of coverage by the employee because of one of the qualifying events listed above
2. Covered employee becomes eligible for Medicare
3. Divorce or legal separation of the covered employee
4. Death of the covered employee

Dependent Children

1. Loss of coverage because of any of the qualifying events listed for spouses
2. Loss of status as a dependent child under the plan rules

L. JURY SERVICE LEAVE

If an employee is summoned to report for jury duty, they will be granted a leave when the employee notifies and submits a copy of the original summons for jury duty to his or her supervisor. Employees will receive their regular, full pay for the duration while serving jury duty. The District reserves the right to request that they seek to be excused from or request postponement of jury service if the absence from work would create a hardship to the District. This applies to Introductory and Regular Full Time employees only. All other employees will be granted leave without pay.

Employees are to report to work on any day, or portion thereof that is not actually spent in the performance of jury service. For each week of jury duty, a certificate of jury service shall be certified by the Court and filed with the District no later than Wednesday of the following week.

Exempt employees will be paid in accordance with FLSA requirements.

M. BEREAVEMENT LEAVE

A full-time employee of the District may request a leave of absence with pay for a maximum of three (3) consecutive working days upon the death of a member of his or her immediate family. Members of the immediate family are defined as: father, mother, spouse, child, step-child, sister, step-sister, brother, step-brother, grandmother, grandfather, aunt, uncle, domestic partner, including father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, and daughter-in-law. Proof of death may be required. This policy does not apply to temporary and Part-Time employees.

N. PERSONAL LEAVE WITHOUT PAY

Upon written request, approved by the General Manager, a regular full time employee may be granted a personal leave of absence without pay not to exceed thirty (30) days. Conditions of such leave of absence shall be determined by the General Manager based on the District's needs

and requirements. Requests for personal leaves of absence longer than thirty (30) days' duration must be approved by the Board of Directors. This benefit is effective following successful completion of six (6) months of service.

No vacation credit will be earned during any month an employee is absent without pay in excess of five (5) consecutive full working days. Employees on a personal leave of absence without pay are not eligible to receive holiday pay.

The District will continue to pay its share of the premiums for disability, medical, dental, vision, and the like insurance for qualified employees on authorized personal leave of absence without pay for up to thirty (30) days on such leave. Thus, an employee must continue to pay his/her share of the health plan premiums during the leave. The employee must make arrangements with the District for the payment of such premiums. Thereafter, continuing such premium payments will be at the discretion of the Board of Directors. Should any District insurance coverages be terminated, the General Manager will notify the employee of such termination and inform the employee of available options. Upon return to work, employees become eligible for reinstatement in accordance with the terms of the agreement with the insurance carrier then in effect.

O. CATASTROPHIC LEAVE PROGRAM

The District has adopted a program which allows employees who have accrued vacation or sick leave credits the option to voluntarily donate up to twenty four (24) hours per fiscal year to another employee who has exhausted his/her sick, vacation and compensatory time leaves due to a non-work related catastrophic illness or injury.

P. ABANDONMENT OF POSITION

Consistent absences from work or tardiness with or without prior notification may lead to disciplinary action, including reprimand, suspension, demotion or dismissal.

Any unauthorized absence from work is considered cause for dismissal. Absence from work without permission for three (3) consecutive days shall be considered a resignation, unless the absences are attributable to an unforeseeable need to use sick leave under the District's Paid Sick Leave policy and it is not practicable for an employee to provide notice within three (3) days.

The General Manager, personnel director or other responsible managing employee may reinstate the employee who has been voluntarily absent without leave for three (3) consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be allowed, including the employee's use of vacation or "comp" time to cover the period of absence.

Q. CONTINUITY

Continuous Service - Calculation

1. For introductory and regular full time and part time employees, length of continuous service with the District will be used as the basis for determining benefits such as vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.
2. Continuous service with the District will start with the date of employment and will continue until one of the following occurs:

- a. An employee is discharged
- b. An employee voluntarily terminates his/her employment; or
- c. An employee is laid off.

Absence: Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence.

1. Absence by reason of industrial disability;
2. Authorized absence without pay for less than thirty (30) days in a calendar year; or
3. Absences governed by applicable state and/or federal laws such as military or national guard service.

Reemployment of Laid Off Employees:

1. Regular employees who are laid off will be placed on the reemployment list and shall receive seniority based on previously earned length of service.
2. Previous regular employees who were laid off and called back for work not being full time in nature will have their employment service records maintained so that they accumulate length of service as they work on an "hour for hour" basis.
3. Previous temporary employees who are rehired within eighteen (18) months of their last date of employment shall have their employment service records restored to include previously earned length of service.

VI. HEALTH, SAFETY, AND SECURITY

A. NON-SMOKING

The District recognizes that smoking of any kind (including but not limited to: cigarettes, vaporizers, marijuana, and any kind of oil used for smoking purposes) and use of any smokeless tobacco product in the workplace can adversely affect the public and co-workers. The District is committed to a philosophy of good health and a safe work place.

Smoking of any kind and use of smokeless tobacco products, therefore, is not permitted in any District buildings, facilities, equipment, or vehicles. Smoking devices include, but are not limited to, cigarettes, pipes, vaporizers, water pipes, or any other recreational inhalable device. Smokeless tobacco products include, but are not limited to, chewing tobacco, snuff, dip, snus, and all dissolvable smokeless tobacco products including lozenges, orbs, sticks, and strips.

Employees wishing to smoke should do so during their break times, outside District buildings, in designated areas, and in accordance with local ordinances. This policy covers all District premises at all times, including before and after normal working hours.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

B. DRUGS AND ALCOHOL

The District is dedicated to providing employees with a workplace that is free of drugs and alcohol and strictly prohibits drugs and alcohol in the workplace. The District discourages drug and alcohol abuse by its employees. The District has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the District. An employee, who has any detectible amounts of drugs or alcohol while on the job or on District property compromises the District's interest, and endangers the employee's own health and safety and the health and safety of others. Any identified usage of drugs or alcohol, or any detectible amount during working hours or on District property will be grounds for discipline, up to and including termination.

The District has a zero tolerance policy regarding drugs and alcohol. All final candidates for employment are required take and pass a drug and alcohol test along with his or her pre-employment physical after receiving an offer of employment, but prior to starting work. Refusal to submit to such testing will be treated in the same manner as a positive result.

Applicability

- 1) This substance abuse policy applies to all District employees on the job.
- 2) This policy applies at all times while District employees are on District premises.
- 3) This policy applies to District employees conducting or performing District business, regardless of location.

- 4) This policy applies to all District employees operating or responsible for the operation, care, or custody of District property or equipment.
- 5) This policy applies to District employees responsible for the safety of other in connection with District business.

Prohibited Substances

As used in this policy, “prohibited substances” include, but are not limited to, the following:

Drugs

Recreational and medical marijuana (regardless of legal status in California), legally prescribed drugs to the extent they are abused, amphetamines, cocaine, opiates, phencyclidine, and all other illegal controlled substances.

Alcohol

The use of beverages or substances, including any medication containing alcohol, such that it is present in the body at a detectable level while actually performing, ready to perform, or immediately available to perform any District business, is prohibited. “Alcohol” is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol.

Prohibited Conduct

Possession, Use, Manufacture and Trafficking

No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, receipt, sale, purchase or use of a prohibited substance or alcohol on District premises, in District vehicles, or while conducting District business off the premises.

Drug Paraphernalia

No employee shall engage in the possession, distribution, sale, manufacture or use of paraphernalia normally used for consumption or use of prohibited substances or alcohol on District premises, in District vehicles, or while conducting District business off the premises.

Impairment

All employees are prohibited from being under the influence of alcohol, marijuana (regardless of whether prescribed or legally obtained), or other prohibited substances during working hours. Any person other than the person for whom they are prescribed is prohibited from using such prescription drugs in the work place. Such drugs will be used only in the manner, combination and quantity prescribed, and the employee shall advise his or her supervisor prior to operating machinery, vehicles or equipment that he or she is taking such medication. Any employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or otherwise not fit for duty due to substance abuse shall be removed from his or her duties and be given the opportunity to explain the factors supporting the supervisor’s determination of reasonable suspicion. Employees should be advised that the District has zero tolerance for any positive test indicating prior use of controlled substances, including marijuana.

Alcohol

No employee may report for duty or remain on duty when under the influence of alcohol and/or when his or her ability to perform assigned functions is adversely affected by alcohol. No employee shall use alcohol while on duty or while performing safety sensitive functions.

Testing for Prohibited Substances

Pre-Employment Screening

All applicants for employment with the District shall be subject to a pre-employment physical, which shall include urine controlled substance testing. Such pre-employment screening practices are designed to prevent the employment of individuals who use illegal drugs or whose use of legal drugs indicates a potential for impaired or unsafe job performance. If the applicant is under the age of 18, a consent form authorizing the examination and testing must be signed by the applicant's parent or guardian. All offers of employment shall be contingent upon the applicant passing the pre-employment physical and drug and alcohol test.

Rehabilitation

The District wishes to assist employees who recognize that they have a problem with alcohol or other drugs that may interfere with their ability to perform their jobs in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to the District to provide the time off. It is the responsibility of the employee to seek this help before alcohol or drug problems lead to disciplinary action. Once a violation occurs, subsequent use of the assistance program may have no bearing on the determination of discipline.

Waiver of Disciplinary Action

Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

- Successfully complete an approved rehabilitation program;
- Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and
- Be subject to periodic testing without further reasonable cause.

C. SAFETY POLICY STATEMENT

It is our policy that accident prevention is considered of primary importance in all phases of our operation and administration. It is our intention to provide healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each employee make safety an integral part of their daily responsibilities.

Every effort will be made to provide adequate training to all employees. However, it is equally the responsibility of each employee to accept and follow established safety regulations and procedures and to cooperate fully in accident prevention. Employees should immediately report all nonfunctioning, hazardous equipment to their supervisor. Failure to do so may subject an employee to discipline.

In the event an employee becomes injured, or witnesses an injury during working hours, he/she must report it immediately to the nearest available supervisor. Employees are to render any assistance requested by the supervisor.

Any injury that occurs on the job, even a slight cut or strain, must be reported to your supervisor as soon as possible, or within twenty-four (24) hours. Under no circumstances should an employee leave a shift without reporting that an injury occurred. Failure to do so may subject an employee to discipline.

Unsafe working conditions must be reported to your supervisor or the General Manager immediately. Failure to do so may subject an employee to discipline. If you are in doubt about how to perform a job safely, it is important that you ask your supervisor for assistance and instruction. Fellow employees that need help should be assisted.

Drug and/or alcohol screening will be required following any work-related accident or any violation of safety precautions or standards, if there is "reasonable suspicion" of a drug and/or alcohol connection, whether or not an injury resulted from the accident or violation.

Please consult the District's Injury and Illness Prevention Program for more information.

D. DRIVING SAFETY

The safety and well-being of our employees is of critical importance to the organization. Therefore, we each have a responsibility to not only protect ourselves when on the road but also to protect those around us. Employees that are required to drive on District business must comply with all California driving laws at all times and consistently apply and follow all the safety procedures below.

1. All employees required to drive as part of their job duties must possess a valid California motor vehicle driver's license/auto insurance and possess a good driving record commensurate with the District's ability to protect its insurability under its automobile liability policies. Copies of each employee's current California driver's license and personal vehicle insurance card are to be maintained in the employee's personnel file. Failure to maintain a good driving record, which affects the employee's ability to operate a vehicle, is cause for disciplinary action.
2. All employees are expected to wear seat belts at all time while in a moving vehicle being used for District business, whether they are the driver or a passenger.
3. Use of handheld cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle is strictly prohibited. This includes the use for making or receiving phone calls, sending or receiving text messages or e-mails, and downloading information from the web. If you need to engage in any of these activities while driving, you must pull over to a safe location and stop your vehicle prior to using your cell phone.
4. Employees are required to turn off cell phones or put them on vibrate before starting their car. Employees may consider changing their voice mail message to indicate that they are unavailable to talk, as they are driving. Employees are permitted and encouraged to communicate to customers, associates, and business

partners of the policy as an explanation as to why calls may not be returned immediately.

5. Although use of cell phones under any circumstances is strongly discouraged while driving, the use of hands-free technology may be warranted in emergency circumstances only.
6. The use of other handheld electronic devices, such as ‘I-Pads, i-Pods, laptops, electronic readers, and the like are strictly prohibited while driving a vehicle on District business.
7. Engaging in other distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
8. Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is strictly prohibited.
9. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
10. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt. Unauthorized individuals are not allowed in District vehicles.
11. Employees must promptly report any accidents to local law enforcement as well as to the District in accordance with established procedures.
12. Employees are also required to report any moving or parking violations received while driving on District business and/or in District vehicles.
13. Smoking is not allowed in District vehicles or equipment.
14. Employees are required to safely secure or lock the vehicle in the District yard, except when on call.

Failure to adhere to these procedures may result in disciplinary action, up to and including termination of employment.

E. USE OF PRIVATE VEHICLES

Unless specifically authorized by the General Manager, an employee shall not use his/her personal vehicle on District Business. See also the “Personal Vehicle Usage” section below.

In certain circumstances when an employee receives prior approval the use of a private vehicle is authorized. An employee who uses his/her own vehicle for District business must meet the following criteria:

1. Must possess a valid California Driver’s license, along with a good driving record.
2. Must provide proof of Insurance coverage.
3. Must sign a written statement of acknowledgement & release of liability provided by the District.

Police Officers must take their District vehicles home in order to be able to respond to emergency calls. Police Officers are responsible for any IRS obligations related to personal use of District vehicles.

Similarly, Public Works employees who are on call must take home a District vehicle during the on call timeframe. Public Works employees are also responsible for any IRS obligations related to personal use of District vehicles.

F. MILEAGE REIMBURSEMENT

The employee shall be reimbursed at the business mileage rate allowed by the Internal Revenue Service, as it may be amended.

A completed expense account form is required.

G. AUTOMOBILE ACCIDENT

If an employee is involved in an automobile accident, or cited for a California Vehicle Code violation while on District business (personal or District car) he/she must report the accident to his/her supervisor immediately. Employees should request and obtain a police report and police investigation at the scene of the accident. If a supervisor, or General Manager, is not available, it should be reported to the Board President. All infractions should be reported within 24 hours. Do not discuss the accident with outside parties.

All vehicle violations will be reported to SDRMA, which insures the District vehicles.

A copy of the accident report and/or California Vehicle Code violations will be maintained in the employee's personnel file.

H. AUTOMOBILE ACCIDENT-DISCIPLINARY PROCEDURES

The following are disciplinary procedures for all employees who drive on district business. A review of driving records will indicate into which of the following categories an employee may be placed, if any DMV driving records for employees must be submitted to the District quarterly and whether driving violations are noted as possible points on the employee's record.

1. Class I: Attendance in defensive driving class.
 - a. Two (2) points (as determined by the DMV) within thirty-six (36) months
 - b. Any moving violation in a District Vehicle
 - c. Any chargeable accident, when a driver has received a point violation.
2. Class II: Twelve (12) month driving probation (any point violations within this probation will trigger a class III category).
 - a. Three (3) points or more within thirty-six (36) months.
 - b. Two (2) points within thirty-six (36) months if result of an accident in which the driver was charged with a public offense, Penal Code sections 23100 through 23249.58
 - c. Any chargeable accident and any violation on the same date in a District vehicle.

3. Class III: Suspension, with or without pay, up to and including termination.
 - a. Violation by an employee of other applicable District disciplinary standards, including but not limited to, inexcusable neglect of duty, misuse of District property and/or violation of safety procedures.
 - b. Notification by the District's insurance carrier that it will not provide insurance coverage for a particular employee will be grounds for dismissal of the concerned employee.
4. Class IV: Suspension of driving privileges will result in automatic termination of employment.
 - a. Six (6) or more points within thirty-six (36) month.
 - b. Driving while under the influence (DUI) in a District vehicle or in a private vehicle while on District Business.

I. BACKHOE

The District backhoe and its carrier truck may remain on a work site if deemed necessary for job completion provided they are locked and secured for the night. When feasible, they should be returned to the District's yard.

J. INJURY AND ILLNESS PREVENTION PROCEDURES (IIPP)

In accordance with our policy to provide a safe and healthy working environment, it is our intention to implement and maintain an Injury and Illness Prevention Program. The District's injury and illness procedures are maintained as a separate policy. Please consult with the General Manager to reference them.

K. WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance, effective the first day of employment. Workers' Compensation Insurance provides employees and/or his/her beneficiaries with certain benefits in the event of job-related illness, injury or accidental death. If an employee sustains a job-related illness or injury, he/she should report the illness or injury to his/her supervisor the day it occurs. Failure to do so could result in a delay of benefits by the insurance carrier. All payments for lost wages or salary due to a legitimate job-related illness or injury, medical treatment, and any other benefits will be made by the Workers' Compensation Insurance carrier as required by law. Please see the General Manager for more information.

L. WORKPLACE VIOLENCE AND SECURITY

The District has adopted a "zero-tolerance" policy against workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the District or which occur on District property, will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the District, or to create a hostile, abusive, or intimidating work environment for one or several District employees. Examples of workplace violence include, but are not limited to, the following:

- a) All threats or acts of violence occurring on District premises, regardless of the relationship between the District and the parties involved in the incident.
- b) All threats or acts of violence occurring off District premises involving someone who is acting in the capacity of a representative of the District.
- c) All threats or acts of violence occurring off District premises involving an employee of the District if the threats or acts affect the legitimate interests of the District.
- d) Any acts or threats resulting in the conviction of an employee or agent of the District, or of an individual performing services for the District on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence that adversely affect the legitimate interests and goals of the District.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- a) Hitting or shoving an individual.
- b) Verbally threatening an individual or his/her family, friends, associates, or property with harm.
- c) Threatening gestures or other non-verbal conduct that could reasonably be interpreted as a threat or intimation of violence.
- d) The intentional destruction or threat of destruction of District property.
- e) Harassing or threatening phone calls.
- f) Harassing, surveillance or stalking.
- g) The suggestion or intimation that violence is appropriate.
- h) Unauthorized possession or inappropriate use of firearms or weapons.

The District's prohibition against threats and acts of violence applies to all persons involved in the District's operation, including, but not limited to, District personnel, contract, and temporary employees, and anyone else on District property. Violations of this policy by any individual (1) on District property; (2) acting as a representative of the District while off District property; or (3) while off of District property when his/her actions affect the District's business interests, will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

Any employee who is physically threatened by a co-worker or is aware of a threat to an employee, customer or vendor, or is aware of another individual who has been subjected to or threatened with violence, must report this information to his/her supervisor or manager, as soon as possible.

Do not assume that a threat is not serious; bring all threats to your supervisor or Department Head.

All threats will be promptly and thoroughly investigated, and all complaints which are reported to management will be treated with as much confidentiality as possible. The District may, however, need to disclose results of an investigation under appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who makes a good faith report of workplace violence.

Weapons are also strictly prohibited at the District. Weapons include, but are not limited to: any hand gun, rifle, or shotgun; any knife unrelated to your assigned job; any bombs, explosives or fireworks; or any other device or object designed to inflict injury on another human being. Violation of this District policy will result in immediate disciplinary action, up to and including termination.

VII. WORKPLACE GUIDELINES

A. HOURS OF WORK

The office hours for the District are Monday through Friday 8 a.m. until 4:15 p.m. A normal workweek for a full-time employee will consist of forty (40) hours. Hours for individual employees vary by Department and are established by your supervisor. Some of the positions of the District require weekend and on-call duties. The District endeavors to make the work hours accommodate the SSCSD residents and employees, while also remaining flexible. Employees are expected to be at their work area, ready to work at their scheduled time. If an employee is scheduled to work more than forty (40) hours in a week, the District will properly compensate the employee for all hours worked, including overtime premiums when applicable.

Employees will be given their individual duty hours upon hire and at the time of any change in position. If the normal duty hours are changed or if the District changes its operating hours, employees will be given written notice to facilitate any personal planning. The District is open to suggestions you may have in this area.

Hours Consecutive: The regular hours of work each day shall be consecutive, except for interruptions for meal and break periods.

Workweek: The workweek shall consist of seven (7) consecutive days from one minute past twelve o'clock (12:01) A.M. Saturday through twelve o'clock (12:00) midnight Friday. The standard workday begins at 12:01 a.m. and ends at 12 midnight, unless otherwise provided.

Flexible Work Schedule: The District and the employees may jointly agree to work a flexible work schedule with some workdays exceeding eight (8) hours. The General Manager at his/her sole discretion may discontinue a jointly agreed to flexible work schedule if he/she concludes operations have been adversely affected.

On Call Hours: A schedule shall be maintained by the General Manager and other responsible managing employees whereby qualified maintenance employees shall be assigned on a rotational basis to be "on call" on weekends, holidays and other times not considered regular hours of work for District employees.

Full-time Police Officers and Public Works employees work a 4/10 schedule. This schedule shall be periodically subject to review in order to determine whether it is mutually beneficial to both employees and the District.

B. RECORD OF WORK HOURS

All employees must accurately record all time worked and the start and end time of each unpaid meal period, regardless of when and where the work is performed. Off-the-clock work (engaging in work assignments or duties that are not reported as time worked) is prohibited. No member of management may request, require or authorize non-exempt employees to perform work without compensation. Any possible violations should be reported promptly to a supervisor or the General Manager. Failure to record all time worked is grounds for discipline, up to and including termination.

C. MEAL PERIODS

The District provides at least a 30-minute unpaid meal period to employees who work five (5) hours or more.

D. REST PERIODS

The District provides non-exempt, full-time regular employees one (1) 15-minute paid rest break for every four (4) hours worked to be taken at the discretion of the employee.

E. ATTENDANCE/TARDINESS

Employee attendance is a major concern of the District. Unsatisfactory attendance, including tardiness and leaving work early is unacceptable performance. Employees will be rated in their performance appraisal in the categories of attendance and punctuality.

If an employee is ill, injured or an unexpected emergency arises which prevents them from coming to work, the employee must notify their supervisor as soon as practicable. If an employee is physically unable to contact their supervisor, they should make a good faith effort to have another person to make the contact on their behalf.

When an employee calls in absent, he/she is to advise the District of his/her expected date of return.

Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable job performance. If an employee is absent for three (3) days and has not provided proper notification, the District will assume that the employee has abandoned their position and may be treated as having voluntarily terminated employment with the District, unless the absence is attributable to an unforeseeable need to use sick leave under the District's Paid Sick Leave policy and it is not practicable for an employee to provide notice within that timeframe.

If an employee becomes ill at work, he/she should notify his/her supervisor immediately. If an employee is unable to perform his/her job task, an employee may be sent to his/her treating doctor or home for the remainder of the day or until able to work again. Employees will be paid only for time actually worked and may use accrued paid sick leave.

Employees shall be at their workstation, ready to begin work at the start of their scheduled work time or resumption of work duties. If employees are not prepared, they will be considered tardy. Excessive tardiness, whether excused or unexcused, constitutes unacceptable work performance. Excessive tardiness (defined as more than 3 unexcused tardy days, in a 30-day period or more than 5 unexcused tardy days, in a 3-month period). If an employee is tardy, his/her wages will be reduced by the amount of time he/she is tardy, calculated in whole minutes according to the District's clock.

All absences are to be arranged as far in advance as possible. This includes vacations and time off for other reasons. If a doctor or dental appointment must be scheduled during the workday, it should be scheduled as early in the morning or as late in the afternoon as possible.

F. PERSONAL APPEARANCE/PUBLIC RELATIONS

The District is judged by the collective and individual performance of its officers and employees. The District has a particular interest in preserving its reputation and the reputation of its employees. The District is a professional business based on the trust and goodwill it engenders from its customers. In addition to providing excellent services, customers only do business with the District if they are also treated with courtesy, patience and appropriate deference. Employees are to treat all residents with the utmost courtesy. Thus, the District holds itself and its employees to the highest standards of lawful and ethical conduct. Employees will be evaluated in their performance appraisal in this category.

Since residents tend to think in terms of the individual employees with whom they come in contact with at the District, the way an employee performs his/her job and treats the individual resident will determine, in part, the resident's satisfaction with the District. A good employee will approach his/her job duties and responsibilities with a positive attitude and respect. A neat personal appearance and good grooming habits reflect respect for oneself and the workplace. Employees are expected to dress in a manner that is appropriate for working.

Employees must be very careful that their relationship with residents or vendors or other activities do not subject oneself or the District to a conflict of interest or violation of applicable law or regulation.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications. In addition, nothing in this policy is intended to infringe upon employee rights to discuss their terms and conditions of employment as protected under applicable federal and state law.

G. CONFIDENTIALITY/CONFLICT OF INTEREST

The rule of thumb to remember is that all information gathered by, retained or generated by the District is confidential. There shall be no disclosure of any confidential information to anyone outside the District without the appropriate authorization. Confidential information may include internal reports, policies, procedures and other internal business-related communications.

It is an employee's duty and responsibility to safeguard all confidential information. This includes the dissemination of information by any available means, including but not limited to in-person disclosure, telephone, fax, and email.

When any inquiry is made regarding an employee or any former employee, the inquiry must be forwarded to the General Manager without comment from the employee. When any inquiry is made regarding any client, the inquiry must be forwarded to the General Manager.

Confidential information shall be disclosed and/or discussed only on a "need to know" basis. Conversation of a confidential nature must never be held within earshot of the public or customers.

H. GIFT POLICY

Guidelines for accepting and providing gifts, entertainment, and services are as follows:

1. An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:
 - a. Is customary and gives no appearance of impropriety and does not have more than a nominal value;
 - b. Does not impose any sense of obligation on either the giver or the receiver;
 - c. Does not result in any kind of special or favored treatment; and

- d. Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District's expense.
- e. Is given and received with no effort to conceal the full facts by either the giver or receiver.

Each employee must notify the General Manager of receipt of any gifts, entertainment, and/or services.

I. OUTSIDE ACTIVITIES

Employees may engage in outside employment or personal educational activities during non-working hours, provided that such activities do not interfere with their job performance or constitute a conflict of interest. Prior to accepting outside employment, employees are to notify their supervisor in writing. The notice must contain the name of the potential company, the title and nature of the position, the number of working hours per week and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job, at any time, employees may be required to curtail or terminate such activity.

No employee of the District shall take part in any campaigning as a representative of the District, nor use his or her position with the District as an influence in the outcome of an election held for the purpose of determining members of the Board of Directors.

J. ELECTRONIC ASSETS USAGE

The District recognizes that use of the Internet has many benefits for the District and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the District and others at risk.

The following guidelines have been established for using the Internet and email in an appropriate, ethical and professional manner:

1. The District Internet and email access may not be used for transmitting, retrieving or storing of any communications of a defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, sexual preference or any other protected categories shall be transmitted. Harassment of any kind is strictly prohibited.
2. Abusive, discriminatory, and harassing language and any illegal activities — including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or email — are forbidden.
3. Do not use the system in a way that disrupts its use by others. This includes excessive dial-in usage, sending or receiving many large files and "spamming" (sending email messages to thousands of users).
4. The Internet is full of useful programs that can be downloaded, but some of them may contain computer viruses that can extensively damage our computers. Be sure to virus-check downloaded files immediately. Also, many browser add-on packages (called "plug-ins") are available to download. There is no guarantee that

such will be compatible with other programs on the network and such may cause problems; therefore, please refrain from downloading such plug-ins.

5. Each employee is responsible for the content of all text, audio or images that he/she places or sends over the District's Internet and email system. No email or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. Also, be aware that the District's name is attached to all messages so use discretion in formulating messages.
6. Email is not guaranteed to be private or confidential. All electronic communications are District property. Therefore, the District reserves the right to examine, monitor and regulate email messages, directories and files, as well as Internet usage. Also, the Internet is not secure so don't assume that others cannot read or possibly alter messages.
7. Internal and external email messages are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending email within and outside the District.

All District-supplied technology, including computer systems and District-related work records, belong to the District and not the employee. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created, collected, or maintained on the District's electronic communication resources, including personal information or messages, even when the employee utilizes passwords. The District routinely monitors usage patterns for its email and Internet communications. Although encouraged to explore the resources available on the Internet, employees should use discretion in the sites that are accessed.

Since all the computer systems and software, as well as the email and Internet connection, are District-owned, all District policies are in effect at all times. Any employee who abuses the privilege of District-facilitated access to email or the Internet, may be denied access to the Internet and, if appropriate, be subject to disciplinary action up to and including termination.

K. SOCIAL MEDIA

The District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees of the District.

Guidelines

The District encourages employees to post freely and exchange opinions and ideas on interactive websites in a way that is constructive and follows all District policies and codes of conduct. Accordingly, the following policy is intended to set forth the terms of the District's policy on employee use of blogs and other interactive websites. This policy covers employees creating, posting, commenting, or uploading to any Internet website, including media sites, chat rooms, bulletin boards, newsgroups, discussion groups, non-District email groups, personal websites, video sharing sites, picture sharing sites, dating sites, and social networking sites (e.g. MySpace, Facebook, Twitter, etc.), whether or not such sites are set to private. Failure to follow this policy may lead to disciplinary measures, up to and including immediate termination of employment.

Nothing in this policy is meant to contravene employees' rights to engage in protected concerted activity concerning terms and conditions of employment.

Employees participate in online publishing at their own risk and are personally and legally responsible for their postings and online comments. The District will not assume any liability or risk for an employee's blogging or posting online. The following are illustrative of the types of relevant laws implicated by blogging, but are not intended to be comprehensive: privacy, libel, defamation, harassment, copyright, data theft, disclosure of material non-public information, and disclosure of confidential or trade secret information.

As an employee of the District, people may think your views are the views of the District. If you participate in online social media sites and other forms of online publishing and discussion about the District, its employees or products, or that in any way identifies the District, you must not represent or suggest that your opinions or positions are endorsed by the District.

Know and Follow the Rules

Employees are expected to refrain from posting any content that is discriminatory, harassing, retaliatory, or otherwise illegal or injurious when blogging. Employees should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage others, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or District policy.

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Electronics Assets Usage. Do not use District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Media Contacts

Employees should not speak to the media on the District's behalf without contacting the General Manager. All media inquiries should be directed to the General Manager.

L. DISTRICT PHONE USAGE/PERSONAL CELL PHONES

The telephones of the District are to be restricted to business calls for District business. All employees are required to be professional and conscientious at all times when using District phones and to refrain from usage of personal cell phones, including texting and downloading of web content unless subject to emergency situations and/or as authorized by a supervisor. If, in an emergency, an employee uses their personal cell phone for District business, the employee must provide the District with accurate information regarding the duration of the call and the call's purpose so that the District may adequately compensate the employee for the time spent using their personal cell phone.

The use of personal cell phones or other mobile devices is strongly discouraged during working hours for personal use, including phone calls, texting and downloading of web content. However the District recognizes that from time to time an employee will need to use his/her personal cell phone during working hours. Employees are instructed to keep these instances to a minimum to the extent possible and not allow the use to interfere with job performance. Employees who

violate this policy are subject to disciplinary action, up to and including termination of employment.

M. DISTRICT EQUIPMENT AND PROPERTY

District vehicles, equipment, tools, machines, supplies and desks are District property meant to be used for business and operations purposes only. They must be maintained and kept clean according to District rules and regulations. There shall be no abuse, misuse, careless or intentional damage of any District property, tools, vehicles, equipment, or the property of fellow employees, customers or guests. The use of any District property is guided by policy. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

An employee who does have additional outside employment shall be permitted to use District records, materials, equipment, facilities or other District resources in connection with said employment only upon receipt of prior approval. The employee may submit a request to the General Manager, who may authorize the use of District materials as specified herein or provide the employee with information acquired from such materials.

N. SOLICITATION, DISTRIBUTION & BULLETIN BOARDS

Solicitation or Distribution

In order to avoid disruption of District operations, the following rules shall apply to solicitation and distribution on District property:

1) Employees

- Employees may engage in solicitation on District premises only during their nonworking time.
- Employees may distribute non-District literature only during nonworking time and only in non-work areas. If an employee is unsure whether an area is a work or non-work area, he or she should consult his or her supervisor for clarification.

2) Non-Employees

- Non-employees may not solicit or distribute literature on District property at any time for any purpose

“Working Time” means time when the employee is supposed to be working. “Nonworking Time” means time during meals or breaks and before or after work or during other specified periods during the workday when employees are properly not engaged in performing their work tasks.

Bulletin Boards

Bulletin boards are provided to help keep employees and guests informed of District events, changes in policies and other matters of interest to guests and employees. Postings on these boards are limited to items posted by the District, including statutory and legal notices, safety

and disciplinary rules, District policies, memos of general interest relating to the District, and other District items. All postings require the prior approval of the General Manager. No postings will be permitted for any other purpose.

O. UNIFORMS AND PROTECTIVE CLOTHING

Full-time employees who are required to wear a uniform as part of their job requirements will receive one thousand dollars (\$1,000.00) annually as a uniform allowance and as such are responsible for any IRS obligations this may incur.

P. GRIEVANCES

The District as outlined above has a specific procedure detailed in the separate “Harassment, Discrimination, and Retaliation Reporting” policy that should be used to report concerns or complaints related to possible harassment, discrimination, retaliation, or abusive conduct in the workplace. For other workplace issues, the provisions of this Grievance Procedure may be utilized.

The District provides this Grievance Procedure at its sole discretion and as such its decision to allow employees to utilize this procedure does not affect the at-will status of any District employee. The District reserves the right to impose any level of discipline it deems appropriate without adhering to the procedures detailed herein. Employees should not construe this Grievance Procedure as a promise or guarantee of continued employment for any specified period of time, nor does it require that an employee be discharged only for cause.

These procedures are designed to resolve grievances informally and to provide an orderly procedure for such resolution.

Each person involved in a grievance shall act quickly so that the grievance may be solved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures; however, the other parties involved may agree to extend the time limits.

An employee or employees should present grievances as soon as possible after the event or events that gave rise to the concerns by submitting a brief written grievance to his or her immediate supervisor. The written grievance should set forth the factual and other basis for the employee’s complaint. The employee shall strive to submit the written grievance within five (5) working days after the facts which gave rise to the grievance.

Initially, a grievance shall be personally discussed between the employee and his or her supervisor. The employee shall have a decision or response from the supervisor within five (5) working days.

1. If a grievance is not resolved to the satisfaction of the grievant at the first informal step, the grievant may initiate a formal grievance in writing. The formal grievance shall be initiated within ten (10) working days of the decision rendered in the informal grievance procedure. A formal written grievance shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the grievance is based. The formal grievance shall be filed with the General Manager.
2. Within five (5) working days after the filing of the formal grievance, the General Manager shall give his or her decision in writing to the grievant.

3. If the grievant is not satisfied with the decision rendered by the General Manager, the grievant may appeal the decision in writing within five (5) working days to the Board of Directors. If the grievant does not appeal the decision to the Board in writing within five (5) working days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.
4. At its next available regular meeting following the filing of the appeal, the Board shall have a meeting with the grievant and/or his representative. After considering the matter, the Board shall issue a decision concerning the employee's appeal. The grievant will be notified in writing of the board's decision. The decision of the Board of Directors shall be final.

Q. INSPECTIONS/SEARCHES

The District believes that maintenance of a workplace that is free of drugs, alcohol and other harmful materials is vital to the health and safety of its employees and to the success of the business. The District also intends to protect against the unauthorized removal of District property. In addition, the District intends to ensure its access at all times to District premises and District property, equipment, information, records, documents, and files. Accordingly, the District has established this policy concerning inspections and searches for prohibited materials and for District property on District premises. This policy applies to all employees.

1. Definitions:
 - a. "Prohibited materials" means firearms or other weapons, explosives and/or hazardous materials or articles, illegal drugs or other controlled substances, drug-related paraphernalia, alcoholic beverages, or District property that you are not authorized to have in your possession
 - b. "District premises" includes all premises and locations owned or leased by District, or under the control of the District, including parking lots and storage areas.
 - c. "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech, breath odor, information provided to management by law enforcement officials, by a security service, or by other persons believed to be reliable or a suspicion that is based on other surrounding circumstances.
 - d. "Possession" means having the substance or property on one's person or otherwise under one's control.

Access to District Property - In order to assure access at all times to District property and because you may not always be available to produce various documents, records, files or other items of District property that are properly in your possession when they are needed in the ordinary conduct of the District's business, the District reserves the right to conduct a routine inspection or search, at any time, for District property. In addition, the District reserves the right to access at all times information and communications stored in District computer files, on District mobile devices, and in District voicemail boxes and email systems.

Routine searches or inspections for District property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, District-issued electronic device or similar places where employees may store District property or District-related information, whether or not the places are locked or protected by access codes and/or passwords.

Because even a routine search for District property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to the District.

Prohibited Materials - Inspections or searches for prohibited materials on District premises will be conducted whenever the District has reasonable suspicion to believe that you may be in possession of such materials, in violation of this policy.

Note: Inspections or searches for District property and/or prohibited materials may include your office, desk, file cabinet, closet or similar places where you may place personal possessions, whether or not such places are locked. Inspection or searches for prohibited materials may also include your vehicle (when on District premises), or your pockets, purse, briefcase, lunch box, or other item of personal property that you possess while on District premises.

If you are found to be in possession of prohibited materials in violation of this policy and/or in violation of other related guidelines, you will be subject to discipline, up to and including termination, regardless of the reason for conducting the search or inspection.

If you refuse to cooperate with a search or inspection that is based on reasonable suspicion that you are in possession of prohibited materials, the District may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information, including the information giving rise to the reasonable suspicion. It is therefore to your advantage to cooperate with the search or inspection, whenever prohibited materials are present.

R. PERSONAL PROPERTY

The District is not liable for lost, misplaced or stolen property. Employees should take all precautions necessary to safeguard their personal possessions. Employees should refrain from having their personal mail sent to the District because mail may be automatically opened.

Employee work areas and any other District property are subject to inspections and searches at any time, with or without notice. Desks and office areas are to be kept as neat and organized as possible.

VIII. EMPLOYMENT SEPARATION

A. RESIGNATION

Employees are requested to provide a minimum of two (2) weeks' written notice of their intent to resign, though it is not required. An employee's notice of resignation to voluntarily terminate employment with the District should be submitted to his/her supervisor or manager. An exit interview may be requested.

B. TERMINATION

All employment with the District is "at will" employment. This means that the employee has not been hired for a specified duration, but that he/she can terminate his/her employment with the District or the District can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.

C. PERSONAL POSSESSIONS & RETURN OF DISTRICT PROPERTY

Any District property issued to employees, such as computer equipment, keys, tools, or District credit cards, must be returned to the District at the time of termination. Employees will be responsible for any lost or damaged items. Upon separation of employment, employees are to remove their personal possessions.

IX. MISCELLANEOUS

A. PERSONAL VEHICLE USAGE

Employees are not to drive a personal vehicle for District business unless authorized to do so. If the job requires an employee to operate his/her personal vehicle, then the employee shall be required to submit proof of a current and valid state driver's license. If employees use their own vehicle, either by authorization or requirement, to carry out the business of the District, they must submit a photocopy of the cover page of their insurance policy covering that vehicle as proof of that insurance. The employee is also required to provide the District with an accurate accounting as to the mileage and other costs of operating the employee's own vehicle so the district may adequately compensate the employee for use of their personal vehicle.

Insurance must be maintained current as a term and condition of continuing employment for that particular position.

B. PARKING

The District provides employees with parking at no cost. All parking is at an employee's own risk. It is recommended that employees and visitors lock their vehicle and take other appropriate safeguards. Employees are not to park in areas reserved for visitors.

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received, read, and am familiar with the Stallion Springs Community Services District Employee Handbook. I specifically acknowledge that I have read and understand the following policies: Equal Employment, Reasonable Accommodations, At-Will Employment Status, General Conduct Guidelines, Harassment, Discrimination, and Retaliation Reporting, Anti-Bullying, Overtime, Paid Sick Leave, Family Care Leaves, Pregnancy/Childbirth (Pregnancy Disability Leave – PDL), Drugs & Alcohol, Workplace Violence and Security, and Inspections/Searches. I agree to abide by the provisions of the Employee Handbook. I understand that my employment with Stallion Springs Community Services District is “at-will,” which means that both the District and I may terminate the employment relationship at any time, for any reason or no reason, with or without notice. I understand that the District may modify or revise this Handbook from time to time at its sole discretion, with or without notice. I also understand that only an Officer of the District can make an agreement to alter the at-will employment, and that such an agreement must be in writing and signed by the Officer.

I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to its employees and the District.

My signature below certifies that I understand that the foregoing concerning my employment and the circumstances under which my employment may be terminated. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This Handbook supersedes all prior agreements, understandings, and representations concerning my employment. I understand that this Handbook refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling. I understand that if I have questions regarding this Handbook that I can discuss with the General Manager.

I have had a chance to review this Acknowledgment of Receipt of Employee Handbook with a District representative, and/or with an attorney of my own choosing. I execute this Agreement intentionally and voluntarily, and agree to be bound by its terms.

Dated

Signature

Print Name