

# GOVERNING BOARD MEETING

# HUMAN RESOURCES PACKET

August 28, 2023 1:30 p.m.

Sprowel Creek Campus 286 Sprowel Creek Road Garberville, CA 95542

## Human Resources Packet

Annual Benefits Rate Review	1-5

Employee Handbook 6-71

Employee Handbook Comparison Chart 72-74

## CALPERS HEALTH PLAN 2024 PREMIUMS/MONTHLY

Coverage Level	Monthly Pers Platinum + 9.51%	Monthly Employer Contribution	Monthly Pers Gold + 10.81%	Monthly Employer Contribution
Employee Only	\$1,200.12	\$1,000.12/84%	\$825.61	\$750.61/91%
Employee + 1	\$2,400.24	\$1,800.24/75%	\$1,652.22	\$1,377.22/83%
Employee + 2 or more	\$3,120.31	\$2,320.31/75%	\$2,146.59	\$1,786.59/83%

Note: Platinum premium is 44% higher than Gold.

## PLAN COMPARISON/DIFFERENCE ONLY

CalPers Platinum (Prudent Buyer Network)	CalPers Gold (Select Network)
Deductible: \$500/\$1K family	Deductible: \$1K/2K family (incentives available to lower to \$500/1K)
PCP: \$20 per visit	PCP: \$10 (if designated) \$35 if not
Coinsurance 10%/after deductible Labs, imaging, inpatient services	Coinsurance 20%/after deductible Labs, imaging, inpatient services
LiveHealth Online: \$20 copay	LiveHealth Online: \$10 copay
Max out of pocket: \$2K/4K family	Max out of pocket: \$3K/6K family

Page 1 of 74

## 2024 ADMIN APPROVED: RAISE ONLY PLATINUM EMPLOYEE CONTRIBUTIONS

Coverage Levels	Employee Contribution Platinum Plan	Est. # of participants	Total Employee Contribution	Total Employer Contribution	Employee Contribution Gold Plan	Est. # of participants	Total Employee Contribution	Total Employer Contribution
EE only	\$200 mo (\$110 in 2023)	10	\$24,000 yr 16%	\$120,014 yr 84%	\$75 mo (no change)	46	<sup>\$</sup> 41,400 yr 9%	\$414,367 yr 91%
EE + 1	\$600 mo (\$420 in 2023)	2	<sup>\$</sup> 14,400 yr 25%	\$43,206 yr 75%	\$275 mo (no change)	17	\$56,100 yr 17%	\$280,953 yr 83%
EE + 2 or more	\$800 mo (\$550 in 2023)	3	\$28,800 yr 25%	\$83,530 yr 75%	\$360 mo (no change)	15	<sup>\$</sup> 64,800 yr 17%	\$321,586 yr 83%
Totals are Estimated participation		<u>15</u>	\$67,200 yr	\$246,750 yr		<u>77</u>	\$162,300 yr	<sup>\$</sup> 1,016,906 yr

2024 Employer contribution average 82% =  $^{$1,263,656}$  yr/ $^{$80K}$  less than 2023 (with estimated  $\frac{1}{2}$  of Platinum members move to Gold).

Other benefits employer contribution page approx. \$8-10K monthly/\$96-120K yr

## **UPDATE LIFE BENEFIT**

**Current Carrier** Proposed Humana. Effective Date Principal 01/01/24 **Basic Life Annual Benefit** Current coveage 25K per EE /\$456 mo. Vs New 50K 50K AD&D Included Included Age reduction 50% at age 70 50% at age 70 **Accelerated Benefit** 75% 50% Conversion Eligible Yes Yes Rate Guarantee 1 Year 2 Years Covered Employees 106 106 Covered Volume \$5,250,000.00 \$5,250,000.00 Rate per \$1000 \$0.210 \$0.163 Monthly premium \$1,102.50 \$855.75 Total Monthly Premium \$1,103 \$856 Total Annual Premium \$13,230 \$10,272 Estimated Annual Change -\$2,958

The above illustration is for comparison only. Please refer to the carriers proposal for detailed rates, benefits, limitations and evolusions. Estimated savings is based on census provided at the time of quotation. Final rates are based on actual enrollment and carrier underwriting approval.

Current Life benefit \$20K/Full time employees receive 100% employer paid. Approx cost \$456.00 mo/\$5,572 yr.

## **ADD SHORT TERM DISABILITY**

	Current	Proposed
Effective Date 01/01/24	Affac.	Principal <sup>*</sup>
Short Term Disability (STD)		
Weekly Benefit	25-50%	60%
Weekly Benefit Maximum	Varies	\$3,100
Weekly Benefit Minimum	Varies	\$25
Waiting Period - Accident	0 day	7 days
Waiting Period - Sickness	14 days	7 days
Benefit Duration	Six months	12 weeks
Definition of Earnings	Base Salary	Base Salary
Definition of Disability	Any disability	Total Disability
Pre-Existing Conditions	10 months	None
Rate Guarantee	Lifetime	2 Years
Covered Employees	10/100% Employee paid	106
Covered Volume	\$0.00	\$97,030.00
Rate per \$10	\$0.000	\$0.050
Monthly premium	\$500.00	\$485.15
Total Monthly Premium	\$500	<b>\$</b> 485
Total Annual Premium	\$6,000	\$5,822
ated Annual Change		-\$178

The above illustration is for comparison only. Please refer to the carriers proposal for detailed rates, benefits, limitations and exclusions. Estimated savings is based on census provided at the time of quotation. Final rates are based on actual enrollment and carrier underwriting approval.

This benefit is requested often by professionals, usually too expensive to purchase as an individual.

## ADD PHYSICAL HEALTH MEMBERSHIP BENEFIT

The benefit will be Employer paid annual fees & sign-up fees for gym memberships to:

- ★ HealthSPORT/All locations
- ★ Body Works/Fortuna
  (We have negotiated lower monthly fees for District employees and their family members)
- Employee will be responsible for monthly membership dues, with payroll deductions. -
- Gyms will bill the District monthly for dues and annually for subscriptions.

Or

- ★ Employee can claim \$100 per year for reimbursement with proof of purchase of a physical wellness item. Example: FitBit, Exercise equipment, etc. (HR will approve transactions).
- Estimated annual cost to the district depends on participation.
- High estimated cost at 50% participation \$500 to \$2,000 yr.







## Southern Humboldt Community Healthcare District

C+++++

Also known as



## **EMPLOYEE HANDBOOK**

-Final -

Effective September 1, 2022

733 Cedar St Garberville, CA 707-923-3921

## TABLE OF CONTENTS

INTRODUCTION	1
BRIEF HISTORY ON OUR FACILITY	2
OUR VISION, MISSION AND VALUES	3
PATIENT SERVICE POLICY	4
DISCUSSING ORGANIZATION BUSINESS	4
EMPLOYMENT POLICIES	5
NATURE OF EMPLOYMENT	5
DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY	5
INTERACTIVE COMMUNICATION PROCESS	8
IMMIGRATION LAW COMPLIANCE	9
EMPLOYEE RELATIONS	9
EMPLOYMENT APPLICATIONS	9
EMPLOYMENT CATEGORIES	9
INTRODUCTORY PERIOD	10
Performance Reviews	11
Work Schedules	12
ACCESS TO PERSONNEL FILES	12
INFORMATION CHANGES	12
Security Inspections	12
Surveillance Cameras	12
EMPLOYMENT SEPARATION	12
EMPLOYMENT REFERENCE CHECKS	13
REHIRE POLICY	14
EMPLOYEE CONDUCT AND WORK RULES	15
CODE OF CONDUCT	15
DISCIPLINARY ACTION	16
ATTENDANCE AND PUNCTUALITY	20
EXCHANGING SHIFTS	20
Personal Appearance	20
USE OF EQUIPMENT	21
Organization Property	22
CONFIDENTIALITY	22
Whistleblower	22
CONFLICTS OF INTEREST	23
SMOKE-FREE WORKPLACE	24
Drug and Alcohol Use	24
Information/Communication Systems	25
STUDENT INTERNSHIPS	27
VISITORS IN THE WORKPLACE	27
SUPPLEMENTAL EMPLOYMENT	28

EMPLOYMENT OF RELATIVES, SPOUSES, DOMESTIC PARTNERS AND PERSONAL RELATIONSHIPS	28
Problem-Resolution	29
EMPLOYEE BENEFITS	31
GENERAL	
EMPLOYEE SERVICES DISCOUNT	
HEALTH INSURANCE	
BENEFITS CONTINUATION (COBRA)	31
UNPAID TIME-OFF	
PTO BENEFITS	32
Paid Sick Leave (PSL)	34
HOLIDAYS	35
BEREAVEMENT POLICY	35
JURY DUTY POLICY	36
REMOTE WORK POLICY	36
457 (B) RETIREMENT PLAN	37
STATE AND FEDERAL WAGE REPLACEMENT INSURANCES	37
LEAVES OF ABSENCE	
Workers' Compensation Disability Leave	
CALIFORNIA FAMILY RIGHTS ACT (CFRA)/FAMILY MEDICAL LEAVE ACT (FMLA)	
PREGNANCY DISABILITY LEAVE (PDL)	
LACTATION ACCOMMODATION	_
Personal Leave	
Organ And Bone Marrow Donation	
Additional Leaves	_
MILITARY LEAVE	
MILITARY RESERVES OR NATIONAL GUARD LEAVE	
MILITARY SPOUSE LEAVE	_
SCHOOL DISCIPLINE LEAVEDOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE	_
TIME OFF FOR VICTIMS OF VIOLENT CRIMES	
TIME OFF FOR VICTIMS OF VIOLENT CRIMES	
EMERGENCY TRAINING LEAVE	
Volunteer CA Wing of the Civil Air Patrol	_
VOLUNTEER CA WING OF THE CIVIL AIR PATROL	51
COMPENSATION	_
REST AND MEAL PERIODS	52
TIMEKEEPING	52
On Call and Call Back	53
Called Off	53
TIME CHANGE	53
"OFF-THE CLOCK" WORK	53
OVERTIME	54
Paydays	54
PAY DEDUCTIONS	54

\*\*\*\*

TRAVEL AND REIMBURSEMENT POLICY	55
HEALTH AND SAFETY	58
Workplace Violence	58
SAFETY RULES	59
SECURITY	59
EMERGENCY PROCEDURES	60
Fire	60
Earthquake	60
ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK	62

U SOHUM Health
EMPLOYEE HANDBOOK
AUGUST 2022

#### INTRODUCTION

This Employee Handbook has been prepared for employees of <u>The Southern Humboldt Community Healthcare District.</u>

One of our objectives is to provide a work environment that is conducive to both personal and professional growth. This handbook is designed to acquaint you with <a href="The Southern Humbolct Community Health District (SHCHD) referred to as "The District or District" and to provide you with information about working conditions, your benefits and some of these policies affecting your employment. The policies contained in this Employee Handbook dated August 2022 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. This handbook does not create a contract, expressed or implied.

You should read, seek necessary clarification, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed to benefit you.

No employee handbook can anticipate every circumstance or question about policy. As we continue to grow, the need may arise to change policies described in the handbook. Sel-lum The District therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook, other than the policy of at-will employment, from time to time as is deemed appropriate. Employees will be notified of revisions/updates to these policies.

Understandably, you will have questions throughout the course of your employment. We encourage you to first ask these questions of your supervisor. If your supervisor is unable to answer your questions, or you do not feel appropriate asking such questions of him/her, you should then speak with the department manager, department director, HR Director or the CEO.

Congratulations on being part of our team!

#### **BRIEF HISTORY ON OUR FACILITY**

I

Dating back to 1949, healthcare services have been available at the current site of SoHumThe District in Garberville, California.

Dr. Jerold Phelps (for whom the hospital is named) arrived in Garberville in 1955, shortly after the small hospital was added to the community medical center. In 1960 Dr. Phelps, along with his business partner, purchased the hospital and renamed it Southern Humboldt Community Hospital. Together they ran the hospital for 20 years, until the district was formed in 1979.

Dr. Phelps was trained as a surgeon and was able to handle a vast array of medical emergencies from injuries as simple as a dislocated shoulder to complex traumas. Within the medical community, Dr. Phelps developed a reputation for being a good, careful surgeon and a thoughtful diagnostician. He also developed a devoted following amongst his patients in and around optometry the community due to the care and treatment he provided. Dr. Phelps was known for his open-mindedness and his calm approach to the practice of medicine and treatment of illness.

The Southern Humboldt Community Healthcare District, also known as SoHum Health, currently SoHum includes:

4. Jerold Phelps Community Hospital with its attached skillednursing unit;

- Southern Humboldt Community Clinic, a certified rural health clinic
- 3. And the Southern Humboldt Family Resource Center
- Garberville Pharmacy
- 5. Garberville & FortunaOptometry

Our service area is approximately 775 square miles and includes the communities of Alderpoint, Garberville, Harris, Honeydew, Miranda, Myers Flat, Leggett, Petrolia, Phillipsville, Piercy, Redcrest, Redway, Shelter Cove, Weott, Whitethorn, and Zenia. This service area has a population of about 10,365 full-time residents that can grow to over 30,000 during summer months. With strong community support, including a supplemental property tax, SeHumThe District Health—continues to work to assure quality healthcare for residents and visitors alike. SeHumThe District Health—is governed by a five-member board of directors elected by registered voters who reside within District boundaries.

The hospital received Critical Access Hospital (CAH) designation status in March 2002 helping position SoHumThe District for a more sustainable future.

Direct services include an acute care hospital, 24/7 emergency room, laboratory, radiology, <u>ultrasound</u>, physical therapy, mammography, home health/visiting nurse program, swing-bed, visiting specialists, skilled nursing, a rural health clinic <u>outpatient pharmacy</u>, <u>optometry</u> and the Family Resource Center. Employees of the District serve a vital role in the commitment to provide the finest healthcare possible to the community we serve. We expect you, as an employee, to share in our commitment to this goal

Formatted: Line spacing: Double

Formatted: Font: (Default) Arial, 10 pt
Formatted: Indent: Left: 2.32", First line: 0",

Line spacing: Multiple 0.75 li

Formatted: Line spacing: Multiple 0.75 li

Formatted: Left, Line spacing: Multiple 0.75 li

Formatted: Line spacing: Multiple 0.75 li

**Formatted:** Right: 2.25", Line spacing: Multiple 0.75 li, Tab stops: 4.75", Left

#### **OUR VISION, MISSION AND VALUES**

#### **OUR MISSION**

It is the mission of SeHumThe District to provide high quality local medical services, to engage community members with education, activities and lifestyle opportunities which promote optimal health and to assist our patients in navigating access to services throughout the healthcare system.

#### **OUR VISION**

Our vision is to empower individuals to live longer, healthier lives through the use of information, relationships and technology.

#### **OUR CORE VALUES**

The core values that drive SoHum The District are:

- Caring: We bring warmth and professionalism to all aspects of patient care.
- Quality: We are committed to our patients, to our services and to enriching the communities of Southern Humboldt.
- Teamwork: We prioritize working together within our hospital as well as the larger community and healthcare network.
- Positivity: We believe in supporting an environment where healthy attitudes and respect fuel our culture.

#### PATIENT SERVICE POLICY

At <u>SchumThe District</u> our goal is to leave a positive, lasting impression with the Patients who choose to do business with us. We accomplish this through caring and professional employees who strive to provide exceptional Patient service by not only meeting but *exceeding* our Patients' expectations in every way possible. By providing excellent quality Patient service, many of our Patients will choose <u>SchumThe District</u> again and again and will recommend us to others.

What we say to our Patients and how we say it are the basic building blocks to exceptional Patient service. All of us should constantly look for opportunities to enhance the satisfaction of our Patients. This requires a committed, team approach. We are all expected to accommodate Patient requests and needs as they arise. The primary tools in accomplishing this are knowledge of your job, the products and services we provide our Patients, and your attitude when delivering that knowledge, service or product. Remember to always interact with our Patients in the most pleasant and efficient manner.

#### **DISCUSSING ORGANIZATION BUSINESS**

Whenever you are on duty or on Schum District property it is important that you not discuss organization business, work difficulties, or any work matters with a patient, which might place SchumThe District in a negative light. Understandably, our patients are interested in courteous, prompt service and high-quality products, not excuses or complaints from any of us. Our primary concern at all times should be patient satisfaction. Our patients neither want nor need to learn of our internal affairs. If problems or difficulties arise, communicate directly with management, who will work with you to resolve them.

#### **EMPLOYMENT POLICIES**

NATURE OF EMPLOYMENT

Employment is at-will; neither employees nor SoHumThe District are bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time, with or without advance notice and with or without cause. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of SOHUM The District. The policy of at-will employment may be modified only in writing signed by both the CEO and the employee, which specifically cites that it is a modification to the at-will policy.

#### DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY

#### Equal Employment Opportunity

The District is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, volunteers, and unpaid interns based on their actual or perceived: race (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but is not limited to, such hairstyles as braids, locks, and twists), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, Civil Air Patrol status, military and veteran status and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics").

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

SolumThe District allows employees to self-identify their preferred gender, name and/or pronoun, including gender-neutral pronouns. SolumThe District will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, SolumThe District will identify the employee in accordance with the employee's current gender identity and preferred name.

SolumThe District will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. SolumThe District also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion.

#### **Prohibited Harassment**

SoHum The District is committed to providing a work environment that is free of unlawful harassment based on any protected characteristics. As a result, SoHumThe District maintains a strict policy prohibiting sexual harassment and harassment based on any legally-recognized basis, including, but not limited to, their actual or perceived race (including, but not limited to, hair texture and protective hairstyles. Protective hairstyles includes, but is not limited to, such hairstyles as braids, locks, and twists), religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity and gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. All such harassment is prohibited.

This policy applies to all persons involved in our operations, including coworkers, supervisors, managers, temporary or seasonal workers, agents, patients, vendors, applicants for employment, interns, volunteers, or any other third party interacting with <a href="Solution The District">Solution District</a> ("third parties") and prohibits prohibited harassing conduct by any employee or third party of <a href="Solution The District">Solution The District</a>, including nonsupervisory employees, supervisors and managers. If such harassment occurs on <a href="Solution The District">Solution The District</a> is premises or is directed toward an employee or a third party interacting with <a href="Solution The District">Solution The District</a>, the procedures in this policy should be followed.

#### Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal sexual advances or propositions.

- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if SOHUM The District had no knowledge of such conduct.

#### Other Types of Harassment

Harassment on the basis of any legally protected classification is prohibited, including harassment based on: race, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including domestic partnership status), age (40 or over), sexual orientation, Civil Air Patrol status, military and veteran status, immigration status or any other consideration protected by federal, state or local law. Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status.

#### **Abusive Conduct Prevention**

It is expected that SeHumThe District and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during work times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

#### **Protection Against Retaliation**

Retaliation is prohibited against any **person** by another employee or by SoHumThe District for using the complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

### Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, patient, vendor, customer, or any other third party interacting with SeHumThe District in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to your own supervisor, a member of the management team, the HR Director or to the CEO of SeHumThe District.

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to the HR Director who will attempt to resolve issues internally; the HR Director must immediately inform the CEO of all harassment complaints. When a report is received, SeHumThe District will conduct a fair, timely, thorough and objective investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. SeHumThe District expects all employees to fully cooperate with any investigation conducted by SeHumThe District into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Organization policies. SeHumThe District will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable federal and state law.

Upon completion of the investigation, SoHumThe District will communicate its conclusion as soon as practical. If SoHumThe District determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

The federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at <a href="https://www.eeoc.gov">www.eeoc.gov</a> or <a href="https://www.eeoc.gov">www.dfeh.ca.gov</a>.

#### Training

In keeping with our commitment to a harassment free environment, SchumThe District will comply with all applicable rules and regulations regarding the training of employees.

#### INTERACTIVE COMMUNICATION PROCESS

We are committed to engaging in ongoing, meaningful dialogue regarding all matters of employment and therefore we encourage employees to bring any issues and concerns to us before discussing such matters with persons outside of SchumThe District. Such issues and concerns should immediately be brought to the attention of your supervisor, the department manager, department director, or the HR Director of SchumThe District in order to begin the process of an interactive dialogue in a timely manner. SchumThe District will make every effort to develop a reasonable solution based on a variety of factors, including, but not limited to: employee recommendation, specific circumstances and available resources. The Problem-solving policy described later in this Employee Handbook provides additional details on the preferred process.

#### IMMIGRATION LAW COMPLIANCE

We are committed to full compliance with federal immigration laws and will not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986:

**New employees**, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility. Required documentation must be presented within 72 hours of a new employee's first report to work. Failure to present documentation within 72 hours will preclude the employee from returning to work without the required documentation.

**Existing employees** whose I-9 requires recertification, reverification or update are required to provide documentation in a timely manner; failure to do so has disciplinary consequences, up to separation of employment.

Former employees who are rehired must also complete the form if they have not completed an I-9 with SeHumThe District within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal by SoHumThe District.

#### **EMPLOYEE RELATIONS**

This employee handbook outlines our expectations of you as an employee. We also want you to know what you can expect of us. We strongly believe that the working conditions, wages and benefits we offer to you are competitive with those offered by other employers in this industry. If you have concerns about working conditions or compensation, you are encouraged to voice these concerns openly and directly with your supervisor, the department manager, department director or the HR Director.

Our experience has shown that when employees deal openly and directly with one another, the work environment can be excellent, communications can be clear, and attitudes can be positive. Open communication is a "two way street," so speak with us if you have any concerns or need questions answered.

#### **EMPLOYMENT APPLICATIONS**

All employees are required to fully complete SoHumThe District's Employment Application. We rely upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination from employment.

#### **EMPLOYMENT CATEGORIES**

There are employment classifications that determine your employment status and benefits eligibility, though these classifications do not guarantee employment for any specified period of time. Your position is designated as either non-exempt or exempt from federal Fair Labor Standards Act (FLSA) wage and hour laws. Employees in non-exempt positions are entitled to overtime pay as specified by federal FLSA wage and hour laws. Employees in exempt positions are excluded from overtime and other specific provisions of federal FLSA wage and hour laws. Compensatory "Comp" time may be provided in lieu of pay for employees in exempt positions only but must be approved by the HR Director and the CEO or CFO. You will be advised of the exempt or non-exempt status of your position upon hire.

In addition to the above classifications, each employee will belong to one of the following employment categories:

#### INTRODUCTORY

The initial 90 days (3 months) of employment for newly hired, promoted or transferred employees is when management and the new employee closely evaluate the compatibility, abilities, and interest in the position. See Introductory Period below for more detailed information.

#### REGULAR FULL-TIME

Regular full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least 32 hours per week. Eligibility for benefits will be listed in each benefit policy later in this handbook.

#### PART-TIME

Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 32 hours per week. Eligibility for benefits will be listed in each benefit policy later in this handbook.

#### **TEMPORARY**

Temporary employees are those who are hired on a part-time or full-time basis: to provide an interim replacement during a leave of absence; to temporarily supplement the work force (i.e.: peak season); or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration usually lasting not more than 6 months and though a temporary position has an established length of time, there is no guarantee that if an employee is hired to perform a temporary position, the employee will be retained throughout the entire period of the assignment. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Eligibility for benefits will be listed in each benefit policy later in this handbook.

#### PER DIEM STATUS

Employees who are regularly scheduled to work less than 20 hours per week, or who are hired on an on-call or relief basis at the discretion of the facility. Employees who are classified as per diem are not eligible for employee benefits.

#### **ADVANCED PRACTITIONER STATUS**

Physician Assistants and Family Nurse Practitioners who are regularly scheduled to see patients in the hospital or clinic three days or more per week and who are designated as advanced practitioners. Advanced practitioners are eligible for all employee benefits.

#### INTRODUCTORY PERIOD

All new and rehired employees work on an introductory basis for the first 90 days (3 months) after hire. The introductory period is intended to give you, as a new employee, the opportunity to demonstrate your ability to achieve a satisfactory level of performance and to determine whether the new position meets your expectations. This period is used to evaluate your capabilities, work habits, and overall performance. However, successful completion of the introductory period does not guarantee continued employment. Either you or SoHumThe District may end the employment relationship at will, at any time during or after the introductory period, with or without cause or advance notice.

Any significant absence will automatically extend an introductory period by the length of the absence. If SoHumThe District determines that the designated introductory period does not allow sufficient time to thoroughly evaluate your performance, the introductory period may be extended one or more times in\_at\_SoHumThe District's discretion. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Employees who are promoted or transferred must complete a new introductory period with each reassignment to a new position. In cases of promotions or transfers within SoHumThe District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such positions and the needs of SoHumThe District.

Benefits eligibility and employment status are not changed during the secondary introductory period that results from a promotion or transfer within SoHumThe District.

#### **PERFORMANCE REVIEWS**

We all strive for a common goal of excellence, therefore the informal review (and possible discussion) of your performance is an ongoing process. In addition, formal performance reviews are conducted on a regular basis. The purpose of these reviews is to let you know those areas in which you have performed well, in addition to areas where improvement is needed to meet the established standards.

We will endeavor to conduct a written review of your performance on or about the completion of your introductory period, and annually in December to be delivered no later than January 31. Performance reviews may also be conducted at other appropriate times during your employment at SchumThe District. It is important to note that while raises based on performance may occur, satisfactory performance reviews do not guarantee increases in salary, promotions or continued employment.

Performance Reviews will be discussed in a private meeting between you and management. You will see the review, have the opportunity to make your written comments, sign the review and receive a copy. You are welcome to discuss your review further with your supervisor, if you wish.

This formal review is not necessarily the only time job performance is discussed. If you have any questions about how you are doing, or what you can do to improve your performance, please ask us to discuss this with you in private. We attempt to maintain an "open door" policy with regard to personnel matters and welcome your comments anytime.

#### **WORK SCHEDULES**

Work schedules for employees vary throughout our organization. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Your supervisor will notify you of your work schedule.

#### **ACCESS TO PERSONNEL FILES**

Personnel files are the property of SoHumThe District and access to the information they contain is restricted. Generally only members of management of SoHumThe District, who have a legitimate reason to review information in a personnel file, are allowed to do so. If you wish to review your own personnel file, you may do so with reasonable advance notice, and in the presence of authorized management personnel.

#### INFORMATION CHANGES

It is your responsibility to promptly notify us of any changes in important information such as: name, address, telephone number and person(s) to be notified in case of an emergency. Other information such as changes in marital status or dependents may affect the number of exemptions claimed for income tax withholding purposes and/or benefits. If you change any information electronically, please print a copy for HR or notify them of change made immediately.

#### **SECURITY INSPECTIONS**

It is our policy to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the possession, transfer, sale, or use of such materials on Seltum The District premises is strictly prohibited. We ask for the cooperation of all employees in administering this policy. Desks or other storage devices may be provided for the convenience of employees but remain the sole property of Seltum The District. Accordingly, they, as well as any articles found within them, Seltum (The District), and can be inspected by any agent or authorized representative of Seltum The District at any time, either with or without prior notice.

#### SURVEILLANCE CAMERAS

SeHumThe District has video surveillance cameras which are recording at all times and the video content is subject to review at any time by management.

The purpose of such surveillance is to: Prevent and/or record security problems such as theft and improper use of company property by patients, guests, visitors and/or employees. Surveillance devices are strategically placed in conspicuous locations and are recording at all times. Currently surveillance devices are located at all entrances, exits, all public access areas, and hallways of all <a href="So-Hum\_District">So-Hum\_District</a> locations, (additional sites may be added as appropriate) Employees need to be aware that any activity recorded on these devices can be reviewed and (when applicable) be used to make employment decisions.

#### **EMPLOYMENT SEPARATION**

We hope you find your employment relationship with SeHumThe District rewarding and satisfying. However, separation of employment is an inevitable part of the personnel activity within any organization. Upon separation, all organization property, including keys, laptops, electronic devices, uniforms, handbooks, manuals, and other organization items and documents, must be returned. Management may schedule an Exit Interview as part of your separation from SeHumThe District. This interview will allow you to communicate your views on the work experience with our organization including the job requirements, general operations, and training needs.

Below are examples of the more common circumstances under which employment is separated:

**Resignation** — employment separation initiated by an employee who chooses to leave SoHumThe District voluntarily. Resigning employees must submit a written Notice of Resignation (available from your supervisor) and are asked to give no less than 2 weeks written notice. Managers and employees in key positions are asked to provide 4 weeks written notice of their intention to resign employment. This advance notice does not include PTO or other non-compensated time off from work.

Circumstances may exist where SoHumThe District, in its sole and absolute discretion, may exercise its right to accept a resignation immediately or to accelerate the final date of employment. Whether the date designated by the employee or a date selected by SoHumThe District becomes the employee's last day of work, the employee's personnel records will normally indicate voluntary resignation.

Employees who fail to report to work for three (3) consecutive work shifts without proper notification will be considered to have abandoned their job and to have voluntarily resigned from SoHumThe District.

<u>Termination</u> — employment separation initiated by <u>SoHumThe District</u> either during or after the introductory status.

<u>Layoff / Reduction in Force</u> — involuntary employment separation initiated by <u>SeHumThe District</u>. Under some circumstances, <u>SeHumThe District</u> may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, we will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to restructure or reductions will be informed of the nature and the foreseeable duration of the restructure or reduction, whether short-term, long-term or permanent.

In determining which employees will be subject to a restructure or reduction, we will take into account, among other things, operational requirements, the skills, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service.

**Retirement** — employee initiated voluntary retirement from active employment. While SoHumThe District does not have a mandatory retirement age, employees who would like to discuss retirement are encouraged to do so with management. Retiring employees are asked to provide the same notification required of employees who voluntarily resign.

#### **EMPLOYMENT REFERENCE CHECKS**

We are extremely concerned about the accuracy of information provided to individuals outside our organization regarding current or former employees. Any inquiries, which are received either by telephone or in writing regarding a present or past employee, are to be referred to the HR representative or HR Director for proper handling. No other employees of SeHumThe District may provide (either on or off-the-record) any information regarding current or former employees.

REHIRE POLICY

If you voluntarily leave the employment of SeHumThe District in good standing, and after having provided proper notice, you are encouraged to re-apply for employment at a future date. Re-employment is not guaranteed, rather, management may, at its sole discretion, evaluate and determine whether an offer of re-employment is appropriate. Employees who are involuntarily terminated, whose work record is unsatisfactory, or who do not provide proper notice will generally not be considered eligible for rehire for any position within SeHumThe District.

#### **EMPLOYEE CONDUCT AND WORK RULES**

CODE OF CONDUCT

To assure orderly operations and provide the best possible work environment, we expect all employees to follow the rules of conduct listed below, that will protect the interests and safety of you, your co-workers, patients and SoHumThe District. It is, of course, not feasible to list all the forms of behavior that are considered unacceptable in the workplace. Accordingly, conduct that is unacceptable in SoHumThe District's opinion, whether specifically listed below or not, may result in corrective action up to and including termination.

- Theft or inappropriate removal or possession of organization property.
- Falsification of employment records, employment information, timekeeping records or other SeHum District records.
- Borrowing or stealing from patients.
- Disclosure of confidential patient information to unauthorized persons.
- · Mistreatment of patients.
- Harmful gossip regarding members of medical staff, fellow employees, district programs and/or patients.
- · Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Negligence or improper conduct leading to damage or destruction of organization-owned or patient-owned property.
- Insubordination or other disrespectful conduct.
- Using abusive language at any time when on SoHumDistrict premises or while performing work.
- · Violation of safety or health rules.
- · Sexual or other unlawful harassment.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Excessive absenteeism or any absence without notice.
- Unauthorized absence from workstation during the workday.
- Failure to provide healthcare provider or medical certification when requested or required to do so.
- · Sleeping or malingering while on-duty.
- Unauthorized use of telephones, fax machines, mail system, copiers, computers, or other organization-owned equipment, time, materials, or facilities.

- Making or accepting excessive personal calls during working hours, except in cases of emergency or extreme circumstances.
- Working overtime without authorization or refusing to work assigned overtime.
- Unauthorized disclosure of business "secrets" or confidential information.
- Committing a fraudulent act or a breach of trust under any circumstances.
- Violation of personnel policies or unsatisfactory performance or conduct.
- · Engaging in criminal conduct.

#### **DISCIPLINARY ACTION**

#### **Purpose**

The purpose of this policy is to clarify guidelines for employee conduct. Employment with SeHumThe District is "at will," which means it is subject to termination by either SeHumThe District or the employee at any time, for any reason. There are no contractual relationships between SeHumThe District and an employee, and letters, benefits or policy statements, performance appraisals, employee handbooks or other employee communications should not be interpreted as such. No one has the authority to enter into any oral or written employment contract without the signed explicit written approval of a SeHumDistrict Administrator, and no written employment contract will be valid without the signature of the Chief Executive Officer of SeHumThe District. To monitor this at-will relationship, SeHumThe District has developed guidelines to track performance.

#### Responsibilities of Employees

It is the duty and the responsibility of every SeHum District employee to be aware of and abide by existing policies and work rules.

It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request additional instruction when needed.

#### Responsibilities of Supervisors, Managers and Directors

The immediate supervisor, manager or director should approach corrective measures in an objective manner.

If the employee's performance of assigned tasks is the issue, the supervisor, manager or director should confirm that proper instructions, appropriate orientation and training have been given and that the employee is aware of job expectations. Not only single incidents, but also patterns of poor performance, should be of concern as these are indicative of overall performance.

If misconduct is the issue, the supervisor, manager or director should take steps to ensure that the employee has been made aware of the company's policies and regulations regarding the infraction.

If, in either case, appropriate instruction or information was not communicated, a plan for such communication should be immediately developed and reviewed with the employee.

#### **Progressive Discipline Process**

SeHumThe District supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct to encourage employees to become more productive workers and to adapt their behavior to company standards and expectations. Generally, a supervisor gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warnings: verbal and written. A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior.

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when the employeee has demonstrated an inability to perform assigned work responsibilities efficiently, the department head, in consultation with the human resource (HR) department or designate, may place the employee on a performance improvement plan. This status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the organization. At the end of the performance improvement period, the employee will either be returned to regular employee status, or, if established goals are not met, dismissal may occur.

Solum The District reserves the right to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.

#### **Employee Conduct That Can Result in Disciplinary Action**

SoHumThe District has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline, and the examples below do not replace sound judgment or common-sense behavior.

Examples of employee conduct that would lead to discipline and the usual course of disciplinary action have been separated into four groups, according to the usual severity and impact of the infraction. Different violations may be handled differently depending on the group they are in. SchumThe District reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including demotion, oral and written warnings, suspension with or without pay, and discharge. Because of Fair Labor Standards Act (FLSA) requirements, exempt employees should not be suspended without pay for less than a week.

#### Group 1

Disciplinary process:

1st offense: Documented verbal warning.

2nd offense: Documented written warning.

3rd offense: Three-day suspension. 4th offense: Termination of employment.

#### Examples:

- Creating conflict with co-workers, supervisors, visitors or volunteers.
- Failing to follow practices as needed for the specific job assignment.
- Contributing to unsafe conditions.
- Smoking in non-smoking areas.
- Leaving the assigned work area or facility without the supervisor's permission.
- Loitering or loafing while on duty.
- Using facility telephones for unauthorized purposes.
- Disregarding the organization's dress code.
- Damaging or using organization-owned equipment without authorization.
- Abusing lunch and break periods.
- Removing, posting or altering notices on any bulletin board on company property without permission from the employee's manager or HR department.
- Eating food or drinking beverages in undesignated areas.
- Violating other rules or policies not specifically listed.

#### Group 2

Disciplinary process:

1st offense: Documented written warning.

2nd offense: Suspension.

3rd offense: Termination of employment.

#### Examples:

- Failing to report injuries, damage to or an accident involving company equipment.
- Violating any safety rule.
- Acting negligently.
- Engaging in horseplay that results in personal injury or equipment damage.
- Spreading malicious rumors.
- Engaging in vulgar or abusive language or conduct toward
- Copying facility documents for personal use.
- Using facility communication systems inappropriately.
- Treating customers, patients or co-workers in a discourteous, inattentive or unprofessional manner.

- Being absent for less than three days without notification or permission.
- Not complying with personnel file maintenance.
- Not following department guidelines concerning notification of absenteeism.

#### Group 3

Disciplinary process:

1st offense: Dismissal.

Dismissal is an immediate termination of employees for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may impose dismissal after consultation with the HR department.

#### Examples:

- · Quitting early without notification or permission.
- Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).
- Fighting.
- Demonstrating insubordination, including:
- · Refusal to do an assigned job.
- · Refusal to work overtime when required.
- · Refusal to render assistance.
- Refusal to accept holiday work when assigned.
- · Insolent response to a work order.
- Delay in carrying out an assignment.
- Being dishonest, including deception, fraud, lying, cheating or theft.
- Having timecard violations.
- Sabotaging the facility, grounds or equipment.
- Falsifying company records, such as employment applications and timecards, in any way.
- · Engaging in indecent behavior.
- Possessing, being under the influence of or drinking intoxicants on the job.
- · Sleeping while on duty.
- Concealing defective work.
- Carrying a weapon on company property, including in the parking lot.
- Disclosing confidential records or information.
- Soliciting gifts or tips from business-related contracts.
- Using the facility's computer systems, including accessing confidential computer files and data, without authorization.
- Demonstrating gross misconduct or other serious violations of <u>SoHumThe District</u> policies or procedures.

• Failing to comply with licensure and certification requirements.

#### Group 4

Unscheduled, unexcused absences due to injury or illness, even when following appropriate guidelines, may still be deemed excessive.

Discipline for otherwise unexcused tardiness and absenteeism is generally applied as follows: the first violation will result in a documented verbal warning; the second violations will result in written warning; the third, a three-day suspension; and the fourth, dismissal.

#### **ATTENDANCE AND PUNCTUALITY**

To maintain a safe and productive work environment, SeHumThe District expects all employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on working operations. In the event that you become aware of an anticipated tardiness or absence please notify your supervisor or the HR Representative, or Manager as soon as possible, and no later than one hour prior to the beginning of your scheduled shift. If it is after normal working hours, you should notify your supervisor by leaving a message with a return number.

Excessive absenteeism and tardiness (excused or not) may result in counseling or corrective action up to and including termination of employment. Each situation of excessive absenteeism or tardiness shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances. A healthcare provider's certificate may be required as documentation of need for absence of more than four consecutive work shifts and/or to medically release you to return to work. Employees who fail to report for work without any notification to management for a period of three (3) consecutive work shifts will be considered to have abandoned his/her employment and have voluntarily resigned. Abandonment of duties prior to the end of the employees scheduled working hours is considered voluntary resignation of employment.

#### **EXCHANGING SHIFTS**

Understandably there will be times when personal conflicts may arise with your scheduled work shift. Management will work with you, whenever possible, to help resolve the problem. If you would like to exchange shifts, contact your Supervisor for approval and to arrange for appropriate coverage. Authorization to exchange shifts will depend on many factors including the frequency of request, interference with organization operations, and overtime considerations.

#### PERSONAL APPEARANCE

A professional appearance is essential to a favorable impression with patients, visitors, vendors and all members of the community. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons. All personnel must comply with this policy.

Staff attire and grooming shall be neat, clean, and professional in appearance. It should in no way interfere with the technical or professional requirements of the position or work assignment. SoHumThe District department managers may exercise reasonable discretion to determine appropriateness in employee dress and appearance. Employees who do not meet a professional standard may be sent home to

change, employees will not be paid for that time off. Reasonable accommodations will be made where required.

We expect staff to wear business casual or proper attire for their position and duties. Basic elements for appropriate business attire include clothing that is in neat and clean condition. Management may make exceptions for special occasions or in a case of inclement weather, at which time employees will be notified in advance. An employee unsure of what is appropriate should check with his or her manager or supervisor.

The following general guidelines are observed by all staff:

- Clothing: Attire is clean, neat and free of holes or tears. Clothing must fit properly and appropriately for the type of work being performed.
- Hats are not permitted to be worn inside the facility, unless designated for safety or religious beliefs.
- No logos, slogans, pictures or writing on attire, unless District provided attire.
- Employee Identification Badge: The identification badge is provided by the District and is worn at all times above the waist, fully visible, while on duty.
- Personal hygiene: Employees must keep their bodies, hair and clothing clean and well-groomed at all times while on duty. Dietary staff must follow prescribed health regulations and codes.
- Shoes: Shoes must be in good, clean condition. Provide safe, secure footing and offer protection against hazards. Shoes should be appropriate for the work being performed by the employee.
- Appropriate department uniforms or scrubs are required for some staff.
   Scrubs must be neat, clean and appropriate for professional work.
- Jeans are permitted as long as they are clean, neat, not faded or stained and free of holes or tears.
- Employees may be required to remove facial/body jewelry, or to cover the tattoos while working where they may be reasonably perceived as excessive, a safety concern, offensive, or against organization standards.

Department supervisors are responsible for overseeing compliance with this policy and with appropriate dress and appearance requirements. Department supervisors are required to submit their own department's adjustments or changes to this policy to the Administrative Team for review and approval. Employees who are found to be inappropriately dressed or groomed may be sent home and directed to return to work appropriately attired or groomed. Such employees are not compensated for the time away from the workplace. Violation of established dress and appearance policy may be subject to progressive, corrective counseling up to and including suspension and/or termination.

USE OF EQUIPMENT

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

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

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

#### **ORGANIZATION PROPERTY**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All organization property, including desks, storage areas, work areas, lockers, file cabinets, computer systems, office telephones, modems, fax/copy machines and organization vehicles must be kept clean and neat and maintained in good working order. All organization property may be used only for business purposes. Employees who lose, misuse or misappropriate organization property may be personally liable for replacing or fixing the item and may be subject to corrective action, up to and including termination of employment. You must return all organization property immediately upon request or upon separation of employment. Sol-tumThe District may take all action deemed appropriate to recover or protect its property.

#### CONFIDENTIALITY

The protection of confidential business information and Health Insurance Portability and Accountability Act (HIPAA) governed information is vital to our success. Such confidential information includes, but is not limited to, the following examples:

- Patient personal, medical and financial information.
- Patient transaction information.
- Patient lists.
- · Vendor lists and information (i.e.: price sheets).
- Patient preference data.

Any employee who discloses patient information of any kind or confidential business information will be subject to corrective action, up to and including possible termination of employment, even if he or she does not actually benefit from the disclosed information. All employees are required to follow all privacy requirements of HIPAA.

#### WHISTLEBLOWER

A whistleblower as defined by this policy is an employee of SchumThe District who reports an activity that they consider to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of, or a concern of, illegal or dishonest fraudulent activity, the employee is to contact their immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas --confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The company will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Defend Trade Secrets Act (DTSA) Compliance: "Immunity from Liability for Confidential Disclosure of a Trade Secret to the Government or in a Court Filing:

- (1) Immunity An individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that—(A) is made—(i) in confidence to a federal, state or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal.
- (2) Use of Trade Secret Information in Anti-Retaliation Lawsuit—An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual—(A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order."

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

#### **CONFLICTS OF INTEREST**

All <u>SoHum District</u> employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Transactions with outside firms must be conducted within a framework established and controlled by the CEO, CFO and HR. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

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

If you have any influence on transactions involving purchases, contracts, or leases, it is imperative that you disclose to the CEO, CFO and HR as soon as possible the existence of any actual or potential conflicts of interest so that safeguards can be established to protect all parties.

The materials, products, designs, plans, ideas, and data of SeHumThe District are the property of SeHumThe District and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of materials or disclosure of information, even though it is not apparent that you have personally gained by such action, constitutes unacceptable conduct. Employees who participate in such a practice will be subject to corrective action, up to and including possible termination of employment.

#### SMOKE-FREE WORKPLACE

In compliance with California regulations, smoking (including e-cigarettes and vaping devices) of tobacco (including nicotine or other vaporized liquids) is not permitted in SollumThe District buildings. Employees who wish to smoke or use other tobacco related products (including chew or snuff) may do so on designated breaks in designated outside locations, however, it is not allowed on organization property (including parking lots or in organization vehicles), or in the presence of SollumThe District's patients and visitors.

#### DRUG AND ALCOHOL USE

SOHUM The District is committed to providing a drug-free, healthful, and safe workplace. To promote this goal, all employees are required to report to work fit to perform their jobs in a satisfactory manner. While on SoHumThe District premises and while conducting business-related activities off SoHumThe District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, sale, purchase, distribution, dispensation, possession, or use of illegal drugs.

Violations of this policy may lead to corrective action, up to and including immediate termination of employment, and/or referral to participation in a substance abuse rehabilitation or treatment program.

If an employee is suspended from work due to unsatisfactory job performance resulting from alcohol and/or drug dependency or abuse, such employee may be referred for counseling and/or treatment. If such an option is provided, the employee may be required to provide written verification that arrangements have been made for professional counseling. Additionally, the employee may be asked to provide periodic verifications of continued counseling sessions. Failure to provide such documentation or a repeat of occurrence of unsatisfactory job performance resulting from alcohol and/or drug dependency or abuse while at work may result in termination. Employees participating in a rehabilitation program will be required to meet all job performance standards and work rules.

The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of his/her job

effectively and in a safe manner that does not endanger other individuals in the workplace.

Where an employees' ability to do their job appears to be impaired they may be required to undergo testing for Fitness for Duty, when there are concerns for their safety, the safety of others and the safety of patients. If you have questions about your fitness for duty testing see your HR Director.

Marijuana/cannabis: The use of marijuana/cannabis violates SeHumThe District's drug policy when the employee tests positive for marijuana/cannabis or shows signs of being under the influence or any impairment due to side effects. Being under the influence of marijuana/cannabis may impair an employee's ability to safely perform their job or may affect the safety or well- being of others. Neither the issuance of a medical marijuana/cannabis card nor that CA allows recreational use of marijuana/cannabis excuses the employee for violating SeHumThe District's drug policy. California employers are not required to allow marijuana/cannabis use while working and can also take corrective measures with employees who are under the influence at work.

#### FEDERAL DRUG-FREE WORKPLACE ACT OF 1988

In addition to the above Drug and Alcohol statement, SeHumThe District complies with the Federal Drug-free Workplace Act of 1988. Employers who enter into a federal contract for the procurement of property or services valued a \$100,000 or more, or who receive any federal grant, must follow the regulations of the Drug-free Workplace Act.

Through SeHumThe District's ongoing awareness program, employees are made aware of the dangers of drug use in the workplace as it relates to disciplinary measures, harm drug use can cause to an individual's well-being, and safety concerns in the workplace. The awareness program consists of educational seminars and literature warning of the dangers of drug use. This literature may be posted in the work environment and distributed to employees at work and/or home.

If an employee is convicted of any criminal drug statute for a drug violation occurring in the workplace, he/she must notify their supervisor and the HR Director within five (5) days of such a conviction. In turn, SoHumThe District must report the violation to the government contracting office within 10 days of receiving notice of the conviction. The notification requirement does not apply to drug offenses occurring outside of the workplace.

Violations of the Drug and Alcohol statement and the Drug-free Workplace Act will lead to corrective action, up to and including termination, and/or referral to participation in a substance abuse rehabilitation or treatment program.

#### INFORMATION/COMMUNICATION SYSTEMS

Monitoring & Access of SOHUM The District Systems/Devices—SoHumThe District's computer, phone, and other electronic systems/devices are important assets and have been provided to facilitate business communications. Although employees may be able to use codes to restrict access to information left on systems/devices, it must be remembered that these systems/devices are intended for business use and are the property of SoHumThe District. In keeping with this intention, we maintain the ability to access and monitor any information on the systems/devices.

Because we reserve the right to obtain access to all information on our systems/devices, including voice-mail, computer files, e-mail, text messages, Internet sites visited, etc., employees should not assume that such information is confidential or that access by SoHumThe District or its designated representatives will not occur. Access to these systems/devices may be conducted before, during, or after working hours, and in the presence or absence of the employee.

Employees are asked to always receive prior authorization before changing any access codes that may be available. In addition, employees are prohibited from unauthorized use of access codes of other employees to gain access to voicemail or computer systems/devices.

<u>Computer, E-mail, Internet, & Voicemail Use</u> — some employees are provided access to <u>SeHumThe District</u>'s information and communication systems for business reasons. Personal use of the computer systems, email, and the Internet are to be kept to an absolute minimum. Use of these systems for non-business purposes should be done only during breaks or meal periods.

At SeHumThe District, we strive to maintain a work environment that is friendly and relaxed yet highly professional. The use of an e-mail and Voicemail system can sometimes lead to inappropriate business demeanor and inappropriate casual communication. Please make sure that conversations and electronic communications are appropriate in a work setting, and do not cross the line into areas that could offend anyone. Of course, employees are not allowed to use SoHumThe District's information systems in any way that may be disruptive or offensive to others, including the transmission of anything that may be construed as harassment or disparaging of others. Inappropriate use of SoHumThe District's information systems will result in corrective action up to and including termination.

<u>Telephone Use</u> — Incoming phone calls are an important and essential part of our business. If your job requires you to answer the phone, remember that the caller's entire impression of <u>SeHumThe District</u> will be based on how you sound. Be courteous and friendly, and whenever possible refer to the caller by name.

Personal phone calls placed or received should be kept to a minimum to ensure that our Patients can effectively communicate with us. Necessary phone calls should be made during breaks or meal periods whenever possible. If it is necessary to make a personal, long distance telephone call, please keep them to a minimum and charge any toll calls to a personal calling card. Messages of an emergency nature will be delivered promptly and our telephones are always available for use on an emergency basis.

<u>Personal Cell Phones and Communication Devices</u> – The use of personal cell phones, wearing of ear buds, texting, surfing the Internet, etc. can be a problem while working. Such use is distracting and can portray a negative image to any individual (management, coworkers, patients, vendors and guests) who may see employees using such devices while at work. You are asked to minimize the personal use of such devices while at work so that business needs are not compromised. If such devices are used during non-work time (breaks/meals) please do so in a way that does not interfere with coworkers and other business needs.

<u>Cell Phone Use While Driving</u>— While driving for <u>SeHumThe District</u> business and/or <u>SeHumThe District</u> time, attention to the road and safety

should always take precedence over using the phone, therefore, the personal or business use of cell phones while driving calls should be made/received with the vehicle parked in a safe location. In the event that a driver feels they must make/receive calls while operating a vehicle, California law must be followed, and such calls must be made in a "hands ree" mode via a headset or speaker. Additionally, texting is not allowed while driving per state law and SOHUM The District policy. Any citations received for violation of California law will be the responsibility of the employee.

<del>\*\*\*\*\*</del>

<u>Social Media</u> – While we understand that many of our employees may interact using various social media sites, e.g., Facebook, Linked-In, Instagram, Twitter, etc., it is important that employees keep their personal postings entirely personal. Please remember that some of these sites allow individuals you might not want to interact with see your postings and therefore you should use care in your interactions.

Employees should never suggest anything they do or say when using any internet resource represents the opinion or attitude of Sollum The District.

Where SeHumThe District has decided to create accounts exclusively for business purposes, only employees expressly authorized are permitted to post information and modify the site. Such accounts are as important to the organization as the official website and as such, extreme care is needed in portraying the desired information on the site.

We also ask that employees who have concerns about actions, policies or other <u>District</u> business address it with us directly rather than posting such concerns on social sites. Pictures, communications and other information related to <u>SoHumThe District</u> business may not be posted on internet sites without the specific written consent of <u>SoHumThe District</u>. If you wish to post any such items, please contact the Human Resources Director for the name of the proper authorizing manager.

**Mail & Postage Use** — Please do not have any personal mail sent to SOHUM The District. The use of organization-paid postage for personal mail is not permitted.

#### STUDENT INTERNSHIPS

Student Internships are temporary arranged programs that provide students with exposure to workplace activities which are related to the intern's field of study. They consist of a supervised and structured practical experience to enhance the intern's knowledge, skills, and abilities in health care.

Student Interns are enrolled in an educational institution for the purpose of pursuing a professional degree in health care. The intern may have also recently completed a professional degree and is in need of an internship and supervision in order to obtain a professional license in health care.

All employees are responsible for creating a welcoming environment allowing for educational, practical career-related work experience. Any concerns with regard to a Student Intern should immediately be brought to the attention of the Supervisor or Department Manager of that Student Intern.

#### VISITORS IN THE WORKPLACE

Authorized visitors are allowed in public areas only. Restricting access of unauthorized visitors helps maintain safety standards, protects against theft,

ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Family or friends should be advised to check in with the registration desk and request to speak with the person they are visiting, then remain in the lobby area until the person they wish to see is free of patient care or other work-related duties.

All visitors should enter SeHumThe District at the main hospital, the clinic or emergency room admitting entrance. Side entrances should never be used by non-employees for access to the facility.

Unless otherwise preauthorized areas for non-employee visitors are limited to Lobby areas of the Hospital and clinic, business office, hospital, or ER/admitting lobby areas, The Dimmick meeting room, break room at the northwest corner of the facility and the inner courtyard. Under no circumstance is a non-employee visitor left unattended in private offices or other non-public areas of the facility.

If an unauthorized individual is observed on SoHumThe District premises, employees should inquire if the person needs assistance, immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

#### SUPPLEMENTAL EMPLOYMENT

We have no objection to you holding another job providing you can effectively meet the performance standards for your position with us, that such employment does not result in overtime obligations, and that the additional position does not conflict with the interests of Sol-lumThe District or reflect adversely upon it. If you have/desire supplemental employment, we ask that you inform your supervisor and the HR Director to discuss the appropriateness of such employment. All employees will be held to the same standards of performance and scheduling demands. Exceptions cannot be made for employees who choose to maintain supplemental employment.

#### EMPLOYMENT OF RELATIVES, SPOUSES, DOMESTIC PARTNERS AND PERSONAL RELATIONSHIPS

The employment of relatives and those in personal relationships, such as those which can be described as romantic or dating in an organization *has the potential to* cause serious conflicts and problems with employee morale *due to actual or perceived* favoritism. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by  $\frac{\text{SOHUM}}{\text{The District}}$  may be employed only if:

**Reporting Relationship**: They will not be working directly for or supervising a relative or will not be authorized to occupy positions in certain comparable levels of management within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Employees cannot be transferred into such a reporting relationship. Exceptions require written approval signed by the HR Director and the employees in the relationship.

**Non-Reporting Relationship**: Again, due to the possible challenges of relatives employed in the same organization, such relationships require disclosure of the relationship to the HR Director for consideration of

potential conflicts of interest. Considerations include the positions held, if the employees work in the same houses, the performance levels of the employees, etc. If employment of the employees is allowed, it requires written approval signed by both the HR Director and the employees in the relationship.

If the relative or personal relationship is established after employment, the employees must report the relationship to HR Director or HR Representative and the parties may be separated by reassignment. If any involved employees decline reassignment, all involved employees may be subject to separation from employment.

For the purposes of this policy, relatives are defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage and those in personal relationships, such as a those which can be described as romantic or dating.

#### PROBLEM-RESOLUTION

In any workplace, there are bound to be problems that arise in the course of employment. It is important to note that discussing or "complaining" about such issues with your coworkers will not lead to a solution and may even escalate the problem.

Such problems may concern working conditions, the interpretation or application of policies and procedures or any other matter related to your employment. Efforts will be made to provide you with the opportunity to raise concerns or problems in confidence.

All employees, including those employees involuntarily terminated, have access to the problem-solving procedures. We want to encourage employees to address and attempt to resolve problems as quickly as possible. There are two main steps in the problem-solving procedure, and most problems are resolved at one of these steps.

- Informally discuss problems or complaints with your immediate supervisor\* with a serious attempt to resolve the situation at that level. If after discussion, the problem or complaint is not resolved, and you wish further review.
- Submit a written statement of the problem to your Director/Department Head for further review, discussion and attempt to solve the problem or complaint.

If the problem or complaint is not resolved upon formal notification to your Director/Department Head you may file an appeal to the decision and, the HR Director, may get involved to work with you and the supervisor to resolve the conflict or problem. In the event that the problem is not resolved through this problem-solving process, the HR Director and CEO will make a decision. This decision will be binding and final.

Under no circumstances should a problem or complaint be discussed with a patient, guest, visitor, vendor or any other non-employee. In the event that the problem or complaint involves one of the above, your supervisor should be immediately advised.

The problem-solving procedure outlined above is intended to encourage open communication and improve working conditions. However, the procedure outlined above does not alter the at-will nature of your employment with <a href="ScHumThe District">ScHumThe District</a>, and either you or <a href="ScHumThe District">ScHumThe District</a> can terminate the employment relationship at any time without using or completing <a href="ScHumThe District">ScHumThe District</a>'s problem-solving procedure.

\* SeHumThe District encourages all problems to be handled according to the above policy but recognizes that there may be times when the employee is not comfortable talking with his or her immediate supervisor. If at any time, you feel uncomfortable discussing a problem or complaint with your immediate supervisor; please understand that you are able to address these concerns or problems with the HR Director or the CEO.

# **EMPLOYEE BENEFITS**

#### **GENERAL**

There are many benefits to working for SeHumThe District. Some apply to all employees, and others have specific eligibility requirements that are outlined in each policy. The HR Representative or HR Director can assist you in determining which benefits you are eligible for and can also provide further information regarding these benefits.

#### **EMPLOYEE SERVICES DISCOUNT**

SeHumThe District provides discounts to employees and immediate family members of employees who have medical insurance coverage and require a medically necessary procedure or service at a SeHumThe District facility. See HR for definition of "immediate family members" and details of available discounts.

#### **HEALTH INSURANCE**

SeHumThe District provides and pays for a significant amount of an extensive health and welfare plan, which includes medical, vision, dental, accidental death and dismemberment, and life coverage. Health Insurance is also available to spouse/dependents/registered domestic partners with a portion of the premium at the employee's expense. Payroll deduction is available to accommodate this request. Eligibility begins upon first day of employment. Most benefits will be active the first of the month following hire date. The plans and employee premium portion available to employees will be dependent upon their hours worked and what coverage of elections they choose.

Specifics of the plan are contained in official plan documents, which will be forwarded to employees as they become eligible for coverage under these plans. These documents control all aspects of the plan and are subject to change at <a href="SeHumThe District">SeHumThe District</a>'s discretion. Additional information can also be requested from an HR Representative, or HR Director.

Once employees become eligible they must regularly maintain the minimum hours worked requirement per week designated by the plan in order to remain active. Coverage is determined on a month-to-month basis and in order to maintain coverage without lapse employees are required to work the last day of the month and the first day of the succeeding month. If your work hours fall below this requirement after you have first qualified for the plan, you may be eligible for COBRA continuation coverage, which is further described below.

#### BENEFITS CONTINUATION (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under SeHumThe District's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, separation of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the eligible employee or beneficiary pays the full cost of coverage at SeltumThe District's group rates plus an administration fee.

SoHumThe District provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under our health insurance plan. The notice contains important information about the employee's rights and obligations.

#### UNPAID TIME-OFF

It is understandable if you occasionally request time-off without pay. To request time-off, you must make your request to your manager at the earliest convenience. All requests for time off require approval by management and will be reviewed based on a number of factors, including business needs, staffing requirements, amount of time previously taken off, availability of paid time off benefits, order of requests, and possibly seniority. If employees have available PTO/Sick, such time must be used before requesting time off.

#### **PTO BENEFITS**

Paid Time Off (PTO) time off with pay is available to regular, full-time (regularly scheduled to work 32 hours a week) employees to provide opportunities for rest, relaxation and personal pursuits as described in this policy, and also meets all the provisions of California's Paid Sick Leave requirements. These days can be used for such things as vacation, sick time, preventative healthcare appointments, to care for an ill/injured family member, if the employee is a victim of domestic assault, sexual violence or stalking, etc.

Part-time, seasonal/temporary and on-call employees are not eligible to participate in this paid benefit (see Unpaid Time-Off for more information).

If eligible, you begin PTO accrual upon entering an eligible employment category, however accrued PTO is not available for your use until completion of the Introductory Period. Thereafter, you may request use of accrued and available PTO benefits as they are earned.

The amount of paid PTO time you earn each year increases with the length of your employment as shown in the following schedule

#### PTO Earning Schedule

Years of Eligible Service	PTO Hours Being Earned Each Regular (non- overtime) Hour Paid	PTO Hours/Days Being Earned Each Year*	Maximum Days Earned (PTO Cap)*
Upon Initial Eligibility	.09231 hours	192* (24 Days)	320 Hours* (40 Days)
After 4 Years (upon your 5th year)	.11539 hours	240 Hours* (30 Days)	400 Hours* (50 Days)
After 9 Years (upon your 10th year)	.13461 hours	280 Hours* (35 Days)	480 Hours* (60 Days)

\*The above PTO Earning Schedule is based on an employee regularly scheduled to work 40 hours per week. If you are regularly scheduled to work less than 40 hours per week (but at least 32), you will be provided a prorated portion of PTO earnings.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when you start to earn PTO time. Your benefit year will be extended for any significant leave (within 1 year) of absence.

As a general rule, PTO time can be used in minimum increments of two hours for employees in non-exempt positions (and employees in exempt positions can request the use in minimum increments of 8 hours). The maximum amount that can be used at one time is two weeks. The maximum redemption in a week is 40 hours. To take PTO, you should request approval from your supervisor as far in advance as possible.

To request Paid Time Off, employees must complete the *Out of Office Request* form located in administration on the bulletin board. Managers will inform the Administrative Assistant of key personnel absences so that key employees' absences can be placed on the District PTO Calendar.

- PTO of two shifts or less, with the exception of an emergency or illness, must be scheduled 72 hours in advance with approval of the department manager.
- PTO of more than two shifts, with the exception of an emergency or illness, should be scheduled six weeks in advance with the approval of the department manager.
- Employees must indicate PTO hours on thier timecard. The signed Out of Office Request form will be submitted with the employee's timecard indicating the department manager's approval.
- Employees who are unable to maintain group status by usage of accrued Paid Time Off may continue group health insurance coverage through the District by arranging to pay the premiums.

All requests will be reviewed based on a number of factors, including business needs, staffing requirements, order of requests and possibly seniority.

### PTO time off is paid as follows:

- Non-exempt, Hourly Positions: The base rate of pay.
- Exempt, Salary Positions: Calculated in the same manner as other forms of paid leave time, which is the base salary with no special forms of compensation such as incentives, commissions, or bonuses.

#### When PTO is used for illness or injury, the following provisions apply:

- Employees may use accumulated PTO for their own health condition; a family member's (child, spouse, registered domestic partner, parent, parent-in-law grandparent, grandchild, and sibling) health condition; and if the employee is a victim of domestic assault, sexual violence or stalking;
- Employees may use accumulated PTO for an actual health condition or for preventative care; and
- A healthcare provider's certificate may be required as documentation of need for absence of more than five consecutive work shifts and/or to medically release you to return to work; and

 Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in an unexcused absence.

As stated above, you are encouraged to use available PTO time for rest, relaxation and personal pursuits. The maximum accrued benefit (PTO Cap) that you may have at any one time will not exceed 1.67 times the amount of your current annual accrual rate (as noted in the far right column of the above schedule). If the earned but unused PTO benefits reach this maximum, additional benefits will be "capped" and will not accrue until unused benefits are used or otherwise reduced as provided in this policy. When you use paid PTO time and bring the available amount below the cap, PTO accrual will begin again.

Non Exempt employees who are within 10% of their PTO Cap are allowed to take a PTO pay-out up to 80 hours which is allowed one time during a rolling 12 month period. Exempt who reach their PTO Cap may be allowed to take a PTO Pay-Out of 80 hours at the discretion of the Administrator.

Upon separation of employment, you will be paid for accrued, but unused PTO time earned through the last day of work.

Upon rehire, employees will begin to accrue PTO according to the above schedule with <u>no</u> carry-over of previous years of eligible service, unless the employee is rehired within 6 months in which case, previous years of employment will be credited.

PTO accrual rates are subject to change at SoHum The District's discretion

\* The provisions of the above PTO benefit provide for a greater accrual than that required by California's Paid Sick Leave (PSL) benefit which only requires up to 3 days per year. Therefore, the above PTO benefit encompasses and takes the place of PSL accrual, though all other descriptive components of PSL (see next policy) also apply to employees eligible for PTO.

#### PAID SICK LEAVE (PSL)

SoHumThe District, provides Paid Sick Leave (PSL) to <u>all</u> employees not eligible for the above PTO policy. Following are additional details:

- Employees will receive a lump sum of 24 hours on their date of hire and then a new lump sum of 24 hours on January every year thereafter (never more than 24 hours in the PSL bank at one time).
- PSL is credited upon hire and may be used after working 30 days and being employed for 90 days.
- PSL may only be used on days an employee is scheduled to work.
- Employees may use accumulated PSL for their own health condition; a family member's (child, spouse, registered domestic partner, parent, parent-in-law, grandparent, grandchild, and sibling) health condition; or if the employee is a victim of domestic assault, sexual violence or stalking.
- Employees may use PSL for an actual health condition or for preventative care.
- When PSL is used in full day increments, the employee will be paid for the number of hours that they would normally have

worked that day. PSL can also be used in minimum increments of 1 hours

- Employee will be paid as follows:
  - o Non-exempt, Hourly Positions: The regular rate of pay.
  - Exempt, Salary Positions: Calculated in the same manner as other forms of paid leave time, which is the base salary with no special forms of compensation such as incentives, commissions, or bonuses.
- SeHumThe District will not discriminate or retaliate against an employee who requests/uses PSL.
- Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in an unexcused absence. If the need for paid sick leave is foreseeable, an employee must provide "reasonable" advance notice. If not, the employee must provide notice as soon as practicable. A healthcare provider's certificate may be required for absences of more than five consecutive work shifts and/or to medically release you to return to work.
- Unused PSL will <u>not</u> be paid upon separation of employment.
- If rehired, employees will have a new lump sum of 36 hours of PSL provided.

It is the policy of the SoHum The District to observe the following holidays:

- New Year's Day January 1st\*
- Martin Luther King Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday of May)\*
- Independence Day (July 4)\*
- Labor Day (First Monday in September)\*
- Thanksgiving Day (Fourth Thursday in November)\*
- Day after Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)\*

Non-Exempt employees who do not work on the holiday, will not be paid, but can use PTO. All non-patient care areas are closed on holidays. For service areas operating on the basis of a five-day work week, holidays that fall on Saturday are observed on the Friday preceding the holiday; holidays that fall on Sunday are observed on Monday following the holiday. Observance of the holiday does not impact the employee's full-time status.

\*For service areas requiring seven-day coverage, the holiday is observed on the day on which the holiday falls. Non-exempt employees scheduled to work on holidays receive holiday premium pay at time and one-half the usual hourly rate for the hours worked on the holiday. Holiday hours, for purposes of holiday premium pay, are defined as midnight to midnight.

#### BEREAVEMENT POLICY

A leave of absence with pay for up to 5 days will be granted to all regular full-time employees who regularly work at least 32 hours per week, who

- 35 -

have completed their introductory period in the event of death of an immediate family member of an employee (immediate family members are defined as spouse, child, parent, sibling, grandparent, grandchild, and all "step" and "in-law" variations of the preceding list, in addition to an individual who was a member of your immediate household at the time of death). At the discretion of your manager, this leave may be extended with or without pay in cases of great distance or severe emotional hardship. Part-time, seasonal/temporary and on-call employees are not eligible to participate in

With prior approval, time off without pay may be arranged for an employee who wishes to attend the funeral of other relatives or close friends or other person to whom you may be reasonably deemed to owe respect.

this paid benefit (see Unpaid Time-Off for more information).

#### **JURY DUTY POLICY**

So-HumThe District encourages you to fulfill your civic responsibilities by serving on a jury or as a witness when required and allows all employees time off for these purposes. Jury duty and witness leave is provided on an unpaid basis for non-exempt employees. If you receive notice to report for jury duty, please notify management immediately so arrangements can be made to accommodate your absence. You must present the Summons for Jury Duty to your supervisor prior to the beginning date of such duty. Of course, you are expected to report for work whenever the court schedule permits.

#### REMOTE WORK POLICY

So-HumThe District may occasionally grant employees the privilege of voluntarily working remotely when appropriate. So-HumThe District may consider voluntary remote work to be a viable alternative work arrangement in some cases where individual, job and supervisor characteristics are best suited to such an arrangement. Remote work allows employees to work at home, on the road or in a satellite location. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with So-HumThe District. The voluntary remote employee is responsible for ensuring effective communication, collaboration and participation while working remotely and for ensuring that coworkers and his/her supervisor/manager feel informed and confident about the work results being produced.

All voluntary remote employees are responsible for the following:

- Maintain consistent work hours. Non-exempt employees are required to take all rest and meal periods and record their work time as they would if they were in the office.
- Establish a routine of periodic work plans and reports to your manager/team to establish goals and document results.
- Be readily available for impromptu video, email and phone conversations.
- Maintain a dedicated home office environment free of distractions and background noise.
- Devote 100% of attention when working from home as if you were in the office.
- Comply with all requirements in the Information Technology Manual.
- Store all work product on the company network and do not store on any local storage of the home computer or laptop.
- Report to the The Distict offices and/or other locations in person for meetings or other activities as required by the employee's manager.

 Managers may require additional methods of communication and reporting to ensure employees are accessible and reliable.

Circumstantial (limited and very occasional) voluntary remote workers must have prior approval from their direct manager.

Regularly scheduled (hybrid of office and remote) voluntary remote workers must have prior approval from their Department Administrator.

Fulltime voluntary remote workers must submit their request to the HR Director and have approval from the Administrative Team.

See the HR Director for further details about voluntary remote work, requests and home office requirements.

#### 457 (B) RETIREMENT PLAN

We currently provide a 457 (b) Plan to all eligible employees. This plan allows employees to have pretax salary deductions placed into a tax-deferred account. Saving money through the plan can reduce your tax burden now even as you set aside income for retirement. Upon eligibility, you will be provided further details.

#### STATE AND FEDERAL WAGE REPLACEMENT INSURANCES

#### STATE DISABILITY INSURANCE (SDI) - EMPLOYEE'S OWN ILLNESS/INJURY

To help provide compensation for employees who miss work due to a non-work-related accident or illness, the law requires that a small percentage of your wages be deducted each pay period for State Disability Insurance (SDI). Please refer to the Leaves of Absence policies that are outlined later in this handbook for procedures on requesting a leave of absence for this purpose (FMLA/CFRA, Pregnancy Disability Leave, Medical Leave, and/or Personal Leave).

#### PAID FAMILY LEAVE (PFL) INSURANCE - TO CARE FOR A FAMILY MEMBER

To help provide compensation for time taken off to care for a new child or to care for a family member's (child, parent, spouse, domestic partner, grandparent, grandchild, sibling or parent-in-law) serious health condition, the law requires that a small percentage of your wages be deducted each pay period for Paid Family Leave (PFL) Insurance. Please refer to the Leaves of Absence policies that are outlined later in this handbook for procedures on requesting a leave of absence (FMLA/CFRA and/or Personal Leave).

#### SOCIAL SECURITY INSURANCE

As an employee of SoHumThe District you are covered under the provisions of the Federal Social Security Law (FICA). Social Security benefits can provide you some retirement income. There is a deduction from your wages for social security taxes as well as an employer contribution. The total contribution by you and SOHUM The District is credited toward your Social Security benefits, which may be available at the time you are eligible to retire. In addition, disability and survivors' benefits are financed through Social Security deductions.

#### **UNEMPLOYMENT INSURANCE**

If your employment separates with SOHUM The District, you may be eligible to receive Unemployment Insurance Benefits. This insurance is fully paid by

SCHUM The District and is administered by the State. In most cases, you must file a claim in order to collect this benefit. Benefits are generally available to employees who are out of work through no fault of their own (including a reduction in regular workweek). Eligibility for benefits is determined by the Employment Development Department.

#### WORKERS' COMPENSATION INSURANCE

A comprehensive Workers' Compensation Insurance program is provided at no cost to you. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if you are hospitalized, immediately. All employees are given a pamphlet explaining their benefits upon hire.

Employees who sustain work-related injuries or illnesses must inform a supervisor *immediately*. Employees who have not completed a physician pre-designation from will be seen and treated if necessary by a qualified Solum District clinic or emergency room provider.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. You will be furnished an "Employee's Claim Form" within one (1) business day of reporting the injury, which you must complete and return to your supervisor as soon as possible. Employees have the right to report any injury/illness and the employer will not discriminate against or discharge an employee for making such a report.

In the case of a one-time treatment of **minor** scratches, cuts, burns, splinters or other minor injuries, as long as there is no lost work time beyond the date of the injury, it will be treated as a first aid case. If additional care and treatment is needed, or if time is lost from work after the date of the injury, the claim will no longer be considered a "first aid" claim but will be processed as a regular claim under Workers' Compensation Insurance.

If treatment is required, management will send (or arrange transportation, if necessary) you to the medical facility noted on the Workers' Compensation poster. You must receive medical attention from this facility unless you have notified Sol-HumThe District in writing of your personal healthcare provider before the injury. A written notice by the healthcare provider is required to authorize a return to work. Should the healthcare provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

All employees should be aware that anti-fraud laws state that any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony. Neither SchumThe District nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social or athletic activity sponsored by SchumThe District.

## LEAVES OF ABSENCE

#### Workers' Compensation Disability Leave

SchumThe District will grant an unpaid Workers' Compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, SchumThe District may offer you modified work in accordance with state and federal law.

Workers' Compensation leaves will be classified as Family & Medical Leave Act (FMLA) / California Family Rights Act (CFRA) if the injured employee is otherwise qualified for FMLA/CFRA (see policy).

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by SeltumThe District to the same degree it was provided before the leave began in accordance with the FMLA/CFRA policy or, for employees not yet eligible for FMLA/CFRA, for up to 12 weeks. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy). When you return from the leave, benefits will again be provided by SeltumThe District according to the applicable plans. In some instances, SeltumThe District may recover premiums it paid to maintain health coverage if you do not return to work following your Workers' Compensation disability leave.

Employees may choose to use accrued PTO or Sick time during the leave and payments will be coordinated with any temporary disability insurance payments. Fringe benefits (such as PTO, and sick time) will be suspended during the leave and will resume upon return to active employment.

Upon submission of a medical certification that you are able to return to work, you will be reinstated in accordance with applicable law. Should the healthcare provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

#### CALIFORNIA FAMILY RIGHTS ACT (CFRA) / FAMILY MEDICAL LEAVE ACT (FMLA)

#### **Entitlement to Leave**

It is the policy of SoHumThe District to grant or designate an unpaid leave of up to 12 weeks (and an additional14 weeks for Service Members Leave) of federal Family Medical Leave Act (FMLA), and/or California Family Rights Act (CFRA) during any 12-month period to eligible employees. An employee may take leave in consecutive weeks, may use the leave intermittently (periodically, as needed), or may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.

SoHumThe District will not interfere with, restrain, or deny the exercise of any right provided by this law, or discharge or discriminate against any employee because of involvement in any proceeding related to FMLA/CFRA. All FMLA/CFRA leaves of absence will be administered in accordance with applicable state laws.

#### **Eliaibility**

To qualify to take FMLA/CFRA under this policy, the employee must meet ALL the following conditions:

- The employee must have worked for SeHumThe District at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive.
- The employee must have worked at least 1250 hours during the12month period preceding the first day of the leave.
- The employee must work for an employer who employs 5 or more for CFRA, or 50 or more employees for FMLA.
- Employee must have given notice of need for FMLA/CFRA leave at least 30 days in advance or as many days as reasonably possible prior to the beginning of the leave.

#### Types of Leaves Covered

Leave under FMLA/CFRA may be taken for any one or more of the following reasons:

- 1. Bonding: Following the birth of a child or placement of a child for foster care or adoption, so long as the leave is concluded within 12 months of the birth and/or placement of the child. The basic minimum duration of intermittent leave is two weeks; however, SeHumThe District will grant an employee's request for a leave of less than two-weeks' duration on any two occasions. If the employee is requesting an intermittent leave of less than two weeks or a reduced work schedule, the employee and SeHumThe District must mutually agree to the schedule; SeHumThe District will consider the request based on a variety of factors but does not guarantee that all requests will be granted.
- 2. Family Care: The care of the employee's child, parent, spouse (additionally, CFRA includes domestic partner, parent-in-law, grandparent, grandchild, and sibling) with a "serious health condition". Note: For CFRA leaves "child" includes a minor or adult biological, adopted, foster child, a stepchild, a legal ward, a child of the employee's domestic partner, and a person to whom the employee stands in loco parentis.
- 3. Employee's Serious Health Condition: The "serious health condition" of the employee, which prevents the employee from performing the essential functions of the employee's job.
  - a. A "serious health condition" is one that requires in-patient care in a hospital or other medical care facility, or continuing treatment or supervision by a healthcare provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Employees with questions about what medical conditions are covered under FMLA/CFRA or under SeHumThe District 's sick leave policy are encouraged to talk with the HR Representative or HR Director.
  - b. Pregnancy related disabilities are not considered a "serious health condition" under CFRA because they are covered under a separate Pregnancy Disability Leave (PDL) requirement. Time off from work due to pregnancy, childbirth or a related medical condition under PDL is separate and distinct from the employee's right to bond with the child under CFRA leave. Therefore, a pregnant employee may take up to a maximum of four months (the time normally worked in one-third of the year, equivalent to 17 and a third weeks) of unpaid leave under Pregnancy Disability Leave (PDL) and in

addition, CFRA-eligible employees may take an additional 12 weeks of CFRA leave for "bonding" with the newborn child.

- c. Pregnancy related disabilities are considered a "serious health condition" under FMLA and will run concurrent with PDL. Therefore, if the employee does not exhaust the full 12-week period of FMLA during a PDL, the balance may run concurrently with CFRA bonding time.
- 4. Military Qualifying Exigencies: For employees whose spouse, domestic partner, child, or parent is on covered active duty or call to covered active-duty status to address qualifying exigencies which may include: attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- 5. Servicemember Family Leave: Eligible employees whose spouse, child, parent or next of kin is a covered servicemember may take up to 26 weeks of FMLA to care for that covered servicemember with a "serious injury or illness" during a single 12-month period. If the reason for the leave is also a 12-week CFRA qualifying reason the leaves will run concurrently, A covered servicemember is: 1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or 2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

#### **Duration of Leave**

Unless otherwise noted above, an eligible employee can take up to 12 weeks of FMLA or CFRA leave during a 12-month period (and for FMLA, the 14-week extension in cases of Servicemember Family Leave.) Solument District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Parents who are both eligible employees of SoHumThe District for CFRA leave to care for a newborn child, for placement of a child with the employee for adoption or foster care, are each entitled to 12 weeks of leave. Parents who do not have CFRA time available and who are both eligible employees of SoHumThe District for FMLA leave to care for a newborn child, for placement of a child with the employee for adoption or foster case, are entitled to a combined 12 weeks of leave.

Employees who are both eligible employees of <u>SeHumThe District</u> for Servicemember Family leave for the same family member are entitled to a combined total of 26 weeks of such a leave.

Employees whose 1) medical leave exceeds 12 weeks, 2) who do not have another organization-approved leave, or 3) who do not return to work on the first workday following an approved FMLA or CFRA leave may be deemed to have voluntarily resigned their employment from SoHumThe District.

#### **Health Insurance During Leave**

While an employee is on FMLA and/or CFRA, SeHumThe District will continue the employee's health benefits (and dependent coverage as applicable) during the leave period at the same level and under the same conditions as if the employee had continued to work. The maximum entitlement for continued health benefits for FMLA and/or CFRA is up to 12 weeks during a 12-month period of paid coverage, with an additional 14 weeks for Servicemember Family leave (for up to 26 weeks total).

Any share of health insurance premiums which are paid by the employee prior to FMLA and/or CFRA (including dependent premiums) must continue to be paid by the employee during the leave or insurance benefits may be discontinued. An employee who fails to make any payment of premiums as required must reimburse <a href="SeHumThe District">SeHumThe District</a> for any of those payments that may have been made by <a href="SeHumThe District">SeHumThe District</a>.

For leaves related to pregnancy and childbirth, the obligation to continue to pay health insurance premiums (and dependent coverage as applicable) will continue to be paid at the same level and under the same conditions as if the employee had continued to work for the duration of the Pregnancy Disability Leave (see PDL Employee Handbook policy) in addition to up to 12 weeks of CFRA (if eligible) to bond with the newborn child.

If the employee's leave lasts longer than the time benefits are continued per the policy, the employee may continue group health insurance coverage through <a href="SoHumThe District">SoHumThe District</a> in conjunction with COBRA.

If the employee chooses not to return to work for reasons other than a continued serious health condition or other approved leave extension or fails to work 30 calendar days once returning from leave, SOHUM\_The District will require the employee to reimburse the amount it paid for the employee's health insurance premium during the unpaid portion of the leave period.

#### **Use of PTO and Sick Leave**

Employees may use available PTO and Sick Leave during an FMLA and/or CFRA Leave. If the employee is eligible for benefits from any wage replacement insurance (SDI or PFLI), such benefits from the applicable plans will be coordinated with the FMLA and/or CFRA leave. The HR Representative or HR Director can assist in helping employees understand how these benefits work together.

#### Other Benefits During Leave

Fringe benefits (such as PTO and Sick Leave) are not earned during unpaid leave. However, upon return from FMLA and/or CFRA, the employee will resume the accrual schedule at the same level and under the same conditions as if the employee had continued to work.

When available, employee benefit plans, such as supplemental insurances and retirement plans are provided under the same conditions as apply to unpaid leave taken for purposes other than FMLA, and/or CFRA. With respect to retirement plans, any period of unpaid FMLA and/or CFRA shall not be treated as or counted toward a break in service but will not be treated as credited service for purposes of benefit accrual, vesting and eligibility to participate. Also, if the plan requires an employee to be employed on a specific date in order to be credited with a year of service for

vesting, contributions or participation purposes, an employee on unpaid FMLA and/or CFRA on that date shall be deemed to have been employed on that date.

#### **Certification of Need for Leave**

1. For Serious Health Conditions: An employee seeking FMLA and/or CFRA for the employee's own serious health condition or because of the "serious health condition" of a family member as defined above must provide SelumThe District with a medical certification from the patient's health care provider establishing the need for the leave. The employee should respond to such a request as soon as possible and at least within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Medical certification must be provided by using the Certification of Health Care Provider form.

Certification of the serious health condition must include: 1) the date when the condition began; and 2) its expected duration. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance, and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

So-HumThe District has the right to ask for a second opinion, (for employees, not family members) if there is reason to doubt the certification. We will pay for the employee to get a certification from a second health care provider, which So-HumThe District will select. In case of a conflict between the original certification and the second opinion, we may require the opinion of a third health care provider. So-HumThe District and the employee will jointly select the third health care provider, and The District will pay for the opinion. This third opinion will be considered final.

- 2. For Qualifying Military Exigencies: An employee seeking CFRA for Qualifying Military Exigency Leave as defined above must provide SCHUM The District with a certification establishing the need for the leave. The employee should respond to such a request as soon as possible and at least within 15 calendar days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Exigent Circumstances certification must be provided by using the Certification of Need for Exigent Circumstances form. Upon return to work from CFRA Qualifying Military Exigency Leave, the employee will be required to provide SchumThe District with appropriate documentation of attendance or completion of required item which will include information allowing the employer to identify the actual time dedicated to such circumstances.
- For Servicemember Leave: Certifications must be signed by one of the following: Department of Defense (DOD) Health Care Provider; DOD TriCare network authorized private healthcare provider; or DOD non network TriCare authorized private healthcare provider. \_ 43 \_

#### Reinstatement

An employee who takes leave under and meets the requirements of this policy will be able to return to the same or comparable job. A "comparable job" must be one with the same pay, benefits, schedule, shift, responsibilities, job duties, and location. Solumente District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Prior to returning from FMLA and/or CFRA for an employee's own serious health condition or pregnancy-related disability, the employee will be required to provide SeHumThe District with a Health Care Provider Work Status form completed by the employee's health care provider releasing the employee to return to work and/or listing any specific limitations. Employees will be provided either an Analysis of Job's Physical Demands and Environmental Conditions or a Job Description which completely describes all essential functions as well as the physical demands and environmental conditions. Should the health care provider indicate limitations upon return to work, such limitations must be discussed with and approved by management. Return to work authorizations that do not either specifically identify limitations or state that the employee is able to perform all essential functions of the position will not be accepted. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

#### Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the HR Representative or HR Director. When an employee plans to take leave under this policy, the employee must give 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. While not required under CFRA, an employee undergoing planned medical treatment is asked to make an effort to schedule the treatment times to minimize disruptions to SoHumThe District 's operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date SeHumThe District receives notice. While on leave, employees are requested to report periodically to the HR Representative or HR Director regarding the status of the return-to-work date and the intent to return to work.

In cases where <u>SeHumThe District</u> is aware that time off may qualify for CFRA, <u>SeHumThe District</u> may preliminarily designate the leave as CFRA, pending completion of any required documentation.

The provisions for leaves under this policy can be confusing. Employees are encouraged to seek additional information from the HR Representative or HR Director.

#### PREGNANCY DISABILITY LEAVE (PDL)

#### **Entitlement To Leave**

SoHumThe District provides and grants to pregnant employees the right to take a Pregnancy Disability Leave (PDL) during the period of time that a healthcare provider determines the employee is actually disabled by

pregnancy or a related medical condition (including breastfeeding) and is unable to perform the essential functions of her job or perform her duties without undue risk to herself or other persons for *up to* four months (the time normally worked in one-third of the year, or 17 and a third weeks). It may be helpful to know that a typical pregnancy-related disability is 6-8 weeks; talk with your healthcare provider about your specific situation. Pregnancy disability leave may be taken intermittently, or on a reduced hours schedule, as medically advisable.

A pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the employee requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

If you are also eligible for an FMLA/CFRA Leave, the leaves will be integrated.

#### Certification

Any request for a Pregnancy Disability Leave must be supported by medical certification from a healthcare provider, or with a *Certification of Health Care Provider* form, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) 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, the medical certification shall provide the following information: (a) the date on which the need to transfer became medically advisable; (b) the probable duration of the period or periods of the need to transfer; and (c) an explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable. Upon expiration of the time period for the leave or transfer estimated by the healthcare provider, SeHumThe District may require the employee to provide another medical certification if additional time is requested for leave or transfer.

#### **Notification**

In instances of other than medical emergencies, the employee must provide thirty (30) days notice in advance of the date the leave is to begin and the estimated date upon which the employee will return to work. If it is not practicable to give thirty (30) days advance notice of the need for leave or transfer, the employee must notify SeHumThe District as soon as practicable after learning of the need for the pregnancy disability leave or transfer.

#### **Benefits During Leave**

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by So-HumThe District to the same degree it was provided before the leave began for the duration of the PDL, up to 4 months. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy).

When you return from the leave, benefits will again be provided by SeHumThe District according to the applicable plans. If you do not return to work from an unpaid Pregnancy Disability Leave or return for less than 30 days and then resign, SeHumThe District requires you to reimburse SeHumThe District the amount it paid for your health insurance premium during the leave period.

Fringe benefits (such as PTO and sick time,) will be suspended during the leave and will resume upon return to active employment. An employee taking PDL may use available PTO or sick time for her leave and such use will be coordinated with any wage replacement insurance payments.

#### **Return To Duty**

An employee who has taken a PDL must notify Soldum The District at least five days before her scheduled return to work or, as applicable, transfer back to her former position. An employee who timely returns to work at the expiration of her PDL will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable laws.

Upon completion of the leave, a written notice by the healthcare provider is required to authorize a return to work. Should the healthcare provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

An employee who takes a PDL leave may also be entitled to take an additional twelve weeks of CFRA off to bond with the baby if the employee meets requirements for such leave, please see above policy for more information.

#### LACTATION ACCOMMODATION

SchumThe District provides lactation accommodation for employees who wish to express breast milk while working. Please talk with the HR Representative or the HR Director to discuss lactation accommodation and the best solutions for your specific situation.

Employees may use paid rest break times in addition to requesting additional time (which may be on an unpaid basis), as needed. Components of our lactation accommodation include:

- The room will not be a restroom;
- The room will be in close proximity to the employee's workplace;
- Within the room, there will be an electrical outlet or a way for the lactating parent to charge a battery-operated breast pump;
- · There will be a place to sit;
- There will be a shelf to place a breast pump or other personal items;
- The room will be free from intrusion;
- · No toxic or hazardous materials will be present in the room; and
- The employee will have access to a sink with running water and a refrigerator (or alternative mechanism) in close proximity to the employee's work area.

#### PERSONAL LEAVE

SeHumThe District may provide a leave of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy. You may request personal leave only after having completed 6 months of service. As soon as you become aware of the need for a personal leave of absence, you should request a leave from your supervisor.

Requests for personal leave will be evaluated based on a number of factors, including amount of time requested, amount of time already taken, anticipated workload requirements and staffing considerations during the proposed period of absence. Personal leave may be granted for a period of up to 30 calendar days in any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

With your supervisor's approval, you may take any available sick time or PTO leave as part of the approved period of leave. Fringe benefits (such as PTO and sick time) will be suspended during the leave and will resume upon return from leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by SeHumThe District to the same degree it was provided before the leave began through the end of the month in which the leave began. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy). When you return from a Personal Leave, benefits will again be provided by SeHumThe District according to the applicable plans. If you do not return to work from an unpaid Personal Leave or return for less than 30 days and then resign, SeHumThe District requires you to reimburse SeHumThe District the amount it paid for your health insurance premium during the leave period.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, <a href="SeHumThe District">SeHumThe District</a> cannot guarantee reinstatement.

Employees who accept other employment during the approved leave and/or employees who fail to report to work promptly at the expiration of the approved leave period will be considered to have resigned from <a href="SeHumThe District">SeHumThe District</a>.

# ORGAN AND BONE MARROW DONATION

SolumThe District will provide a leave of absence for employees who have been employed by SolumThe District for a minimum of 90 days in order for them to be able to donate organs and/or bone marrow as a medical necessity. The leaves are treated as followed:

- Organ Donation –Paid leave up to 30 days, plus an additional 30 days of unpaid leave, for a maximum total of 60 days. Employees may utilize 2 weeks of earned but unused PTO time if available.
- Bone Marrow Paid leave up to 5 days. Employees may utilize earned but unused PTO if available.

**Common to both** – multiple leaves may be allowed for organ and/or bone marrow donation in each 12-month period (measured backward from the date an employee uses any leave under this policy), but total amount of leave in either category may not exceed the maximum allowed during the period for that leave type. For example, an employee could take off twice during a 12-month period for Organ Donation leave as long as the total time taken did not exceed 30 days.

This time does not run concurrently with CFRA or FMLA. Employees requesting time under these programs may be required to have a healthcare provider certification prior to taking the leave stating that there is a medical necessity for the donation.

\*\*\*\*\*

During the time the employee is off under either of these leave categories, Sellum The District will continue to pay for group health insurance premiums at the same level as prior to the leave. In addition, the employee will continue to accrue any benefits, credits or other rewards provided if not on leave at the same rate as before he/she took leave.

Upon completion of the leave, a written approval by the healthcare provider is required to authorize a return to work. Should the healthcare provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work. An employee who timely returns to work at the expiration of such leaves will be reinstated to his/her former position, or a comparable position, whenever possible and consistent with applicable laws.

#### **ADDITIONAL LEAVES**

SeHumThe District also will make special consideration of an employee's need for the following types of leave. If the reason for your leave is one of the following, please contact the HR Director to discuss eligibility requirements and amount of time off available:

- Military Leave;
- · Military Reserves or National Guard;
- · Military Spouse Leave;
- School Activities Leave;
- · School Discipline Leave;
- Victims of: Domestic Violence, Sexual Assault and Stalking;
- Crime Victims Leave;
- Emergency Duty Leave (volunteer firefighter, reserve peace officer, or emergency rescue personnel) and Emergency Training Leave (fire, law enforcement, or emergency rescue training);
- Volunteer California Wing of the Civil Air Patrol.

#### MILITARY LEAVE

SoHumThe District provides unpaid Military Leave to eligible employees. All non- temporary employees inducted into the U.S. Armed Forces (as defined by USERRA) will be eligible for re-employment after completing military service, provided:

- 1. You show your orders to your supervisor as soon as you receive them.
- 2. You satisfactorily complete your service.
- You enter the military service directly from your employment with SoHumThe District.
- You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six

- (6) months of active duty for training, you must apply within thirty (30) days after discharge.
- 5. Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by SolumeThe District to the same degree it was provided before the leave began for up to 30 days. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from a Military Leave, benefits will again be provided by SolumeThe District according to the applicable plans.

#### MILITARY RESERVES OR NATIONAL GUARD LEAVE

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused PTO time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

#### MILITARY SPOUSE LEAVE

Employees who are regularly scheduled to work at least 20 hours per week and whose spouse is a member of the Armed Forces, National Guard or Reserves who is deployed to an area designated as a combat theater or combat zone during a period of military conflict, may take up to ten unpaid days off to spend time with a spouse during his/her leave from deployment.

You are required to notify Human Resources within two days of receiving official notice your spouse will be on leave requesting time off from work. SchumThe District may require the employee to provide a copy of the documentation certifying the spouse will be on leave from deployment. Employees may use PTO time during the leave. If an employee does not have PTO time available, the employee may take unpaid leave.

#### PARENTS'/GUARDIANS' SCHOOL LEAVE

Any employee who is a parent or a guardian of a child, or grandparent who has custody of a grandchild in kindergarten through twelfth grade, or whose child or grandchild is attending a licensed day care facility, may take up to forty (40) hours of unpaid time off each calendar year, not exceeding eight (8) hours in any calendar month of the calendar year for the purpose of 1) participating in activities of the school or licensed day care facility, 2) finding a school or a licensed child care provider, 3) to enroll or re-enroll a child, and 4) time off to address child care provider or school emergencies. Prior to taking the time off, employees must give reasonable notice to their Supervisor an HR representative or the HR Director.

The employee does not have to be residing with the child to be entitled to this leave, however, the employee must have custody of the grandchild to be eligible for grandparent's leave. Employees must/may use PTO time during parent's/guardian's leave. If an employee does not have PTO time available, the employee may take unpaid leave.

#### SCHOOL DISCIPLINE LEAVE

Any employee who is the parent or guardian of a child, or grandparent who has custody of a grandchild is eligible for an unpaid school-discipline leave.

The employee must have received a written notice from the principal of the school requesting his or her attendance at a conference to discuss the child's/grandchild's suspension from school. School-discipline leave is not available to employees who voluntarily consult with school administrators regarding a child's/grandchild's performance in school.

Solumente District may require the employee to provide a copy of the notice received from the school, prior to granting school-discipline leave, and may require documentation from the school as verification that the visit took place. Solumente District may ask the employee or the principal to briefly reschedule the conference if the employee's attendance at work is essential at the time originally scheduled. There is no limit to how frequently employees may be provided school-discipline leave. Employees may use PTO time during school-discipline leave. If an employee does not have any PTO time available, the employee may take unpaid leave.

#### DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE

If an employee is the victim of domestic violence, sexual assault or stalking, time off may be necessary to seek judicial relief to help ensure the health, safety or welfare of the employee or a child. Unpaid leave will be given to any employee who needs time off to obtain a temporary restraining order, a restraining order, or other injunctive relief from a court, to serve on a jury or to appear in court.

Unpaid leave may also be granted in conjunction with the need for victims of domestic violence, sexual assault or stalking to allow the employee to seek medical attention, to obtain services from a support program, shelter or rape crisis center, to obtain psychological counseling, or to participate in safety planning. If an employee needs time off from work for this purpose, reasonable advance notice must be provided to your supervisor in writing. If an unscheduled absence or emergency court appearance is required for the health, safety or welfare of the employee or a child, the employee must provide certification of the absence within a reasonable time after the court appearance. Certification shall be any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, sexual assault, or stalking:
- A court order or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence or sexual assault advocate, healthcare provider, or counselor that the employee was undergoing treatment for injuries resulting from an act of domestic violence or sexual assault.

An employee may use accrued, unused, PTO/PSL for the purposes stated under this policy. SoHumThe District will make reasonable efforts to maintain the confidentiality of an employee who requests Domestic Violence, Sexual Assault or Stalking Leave.

#### TIME OFF FOR VICTIMS OF VIOLENT CRIMES

SoHumThe District will not discharge or discriminate against employees who are victims of crime if they take time off for mental/physical injuries because of the crime, or to appear in court to comply with a subpoena or other court

order as a witness in any judicial proceeding. Affected employees must give SoHumThe District reasonable notice that they are required to appear in court, except for unscheduled or emergency court appearances. In such a case, SoHumThe District will take no action against affected employees if, within a reasonable time after the appearance, they provide SoHumThe District with evidence from the court or prosecuting attorney that they appeared in court. Such time off is provided on an unpaid basis, though available PTO may be used during this time.

#### **EMERGENCY DUTY LEAVE**

Solumente District will provide unpaid leave to volunteer firefighters, reserve peace officers, or emergency rescue personnel when they are required to perform emergency duty. You are expected to notify your supervisor as soon as you are aware of the need to perform emergency duty. "Emergency rescue personnel" is defined as any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of California, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while he or she is actually engaged in providing emergency services.

#### **EMERGENCY TRAINING LEAVE**

SchumThe District allows for an employee who is a volunteer firefighter, reserve peace officers, or emergency rescue personnel to take temporary unpaid leaves of absence, up to a total of 14 days per calendar year, to engage in fire, law enforcement, or emergency rescue training. You are expected to notify your supervisor as soon as you are aware of the dates you will be on leave for training.

#### VOLUNTEER CA WING OF THE CIVIL AIR PATROL

ScHumThe District allows for an employee who has worked at least 90 days to take up to 10 days of unpaid leave for volunteering in the California Wing of the Civil Air Patrol (the civilian auxiliary of the US Air Force) to respond to emergency operational missions.

# **COMPENSATION**

# REST AND MEAL PERIODS (Non-exempt positions)

Rest Period (breaks): Employees are authorized and permitted to take one ten-minute rest period during each four-hour work period, or major fraction thereof. Rest periods are not provided if the total daily work schedule is less than  $3\frac{1}{2}$  hours. To the extent possible, rest periods are to be taken in the middle of work periods. Rest periods may not be combined or added to meal periods. Employees are not required to clock in and out for rest periods and since this time is counted and paid as time worked, you must not be absent from your workstation beyond the allotted time.

**Meal Periods:** Employees in non-exempt positions who are scheduled for shifts in excess of five hours are provided one unpaid meal period of 60 minutes in length where the employee has the opportunity to be relieved of all active responsibilities and restrictions; this meal period is required to be started before the end of the 5<sup>th</sup> hour of work. Meal periods are unpaid and as such, employees are required to clock in and out for meal periods.

Employees may voluntarily not take their meal periods only under the following conditions (*Meal Period Waiver Agreement* forms are available from the HR Representative or HR Director):

- If your work shift is completed within six hours, you may waive your meal period.
- If you work a long shift of more than 10 hours (but less than 12 hours), you may waive the second meal period provided the first was taken.

#### General to both Rest Breaks and Meal Periods:

- Employee's managers may schedule employee breaks and meal periods.
- Each day you are unable to schedule your own time to take your allotted break(s) or meal period(s), it is your responsibility to notify your supervisor at least two hours prior to the end of your shift.
- In the event you are denied the opportunity to take a break and/or meal, you should note it as such on your timecard and must notify your supervisor, your supervisor's supervisor, or an HR Representative to ensure proper handling.

# TIMEKEEPING (Non-exempt positions)

Accurately recording time worked is the responsibility of every non-exempt employee. Federal Fair Labor Standards Act (FLSA) laws require SchumThe District to keep an accurate record of time worked in order to calculate pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Please accurately record the time work begins and ends, as well as the beginning and ending time of each meal period. Also record the beginning and ending time of any split shift, departure from work for personal reasons and paid time off (PTO) benefits used. Overtime work must always have prior approval. Altering, falsifying, tampering with time records, or recording time

on another employee's time record may result in corrective action, up to and including termination of employment.

It is each employee's responsibility to sign the time record to certify the accuracy of all time recorded. Time records must be approved by the employee's supervisor/manager. In addition, if corrections or modifications are made to the time record, both the employee and management must verify the accuracy of the changes by initialing the time record. Employees must submit their timecards to their supervisor/manager at the end of their last shift of the pay period.

ON CALL AND CALL BACK

Hours On Call and Called Back are recorded on the supplemental Bi-Weekly Call and Call Back Log. Total hours from the supplemental log must be transferred to the time clock for each period an employee is On Call and/or Called Back during the work period. The supplemental Bi-Weekly Call and Call Back Log is submitted to the department manager.

**CALLED OFF** 

If the District identifies that circumstances exist that minimize the need for an employee to fill a scheduled shift, the employee may be Called Off from filling the shift. An employee who is not Called Off prior to the beginning of the shift is provided four hours of work at the regular rate of pay, or the employee may choose to go home without pay. If changing circumstances indicate that the Called Off employee's presence is required during the scheduled shift, the employee is paid for hours worked at the regular hourly rate.

TIME CHANGE

Employees are paid for all hours worked. Non-exempt employees who work the beginning of Daylight-Saving Time in the spring will be paid one hour less of pay than they would otherwise have been. An employee scheduled to work a twelve-hour shift from 7:00 am to 7:30 pm will have worked eleven hours because essentially the employee did not work from 2:00 am to 3:00 am. Non-exempt employees who work the ending of Daylight-Saving Time in the fall, will be paid one additional hour of pay unless the start/end of their shifts are adjusted in anticipation of the time change. An employee will have worked the hour from 1:00 am to 2:00 am twice and will be paid accordingly.

"OFF-THE CLOCK" WORK

(non-exempt positions)

We want to clarify work expectations at SoHumThe District, particularly since electronic devices have allowed "working" while not at work for some employees in some industries. As an hourly, non-exempt employee, you are scheduled specific work shifts. Please know that employees may never work "off the clock." That means that when you are clockedout of work during meal periods and at the end of your shift, no work can be performed. This includes checking and responding to emails and texts during non-work hours. Exceptions are when the additional time worked has been authorized by your manager or if a manager is contacting your personal phone/device about scheduling changes. In the event you have questions about this policy, please talk with the HR Director for clarification.

# OVERTIME (Non-exempt positions)

As a Special District Employer SchumThe District adheres to Department of Labor (DOL) Fair Labor Standards Act (FLSA) When operating requirements or other needs cannot be met during regular working hours, employees in non-exempt positions will be assigned or given the opportunity to volunteer for overtime work assignments. All overtime work must receive management's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees in non-exempt positions who are qualified to perform the required work.

As required by law, overtime pay is based on actual hours worked. Time off for PTO and sick pay or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Failure to work scheduled overtime or overtime worked without prior authorization (written or verbal) from management may result in corrective action, up to and including termination of employment.

Overtime is paid at one- and one-half times the base hourly rate of pay to employees in non-exempt positions. The current FLSA overtime rate is posted and can be requested from your supervisor. Currently, overtime is computed as outlined below:

Weekly: Up to 40 hours — straight time — time & one-half

The workweek at the <u>SoHumThe District</u> is defined as Sunday through Saturday, which means it begins and ends at midnight between Saturday and Sunday of each week.

#### **PAYDAYS**

All employees are paid every other week on Fridays. Pay periods cover the previous two-week period ending the Saturday before the payday. Your paycheck will include earnings for all work performed through the end of the payroll period. When paydays don't fall on a normal business day, they will be paid as follows:

 A Holiday that SoHumThe District Administration Payroll office is closed, the workday after the holiday will generally be the payday.

#### **PAY DEDUCTIONS**

SolumThe District is required by law to make certain deductions from your paycheck. Among these are applicable federal and state taxes. We are also required to deduct Social Security taxes up to a specified limit. SolumThe District matches the amount of Social Security taxes paid by each of our employees. If you have questions concerning why deductions were made from your paycheck or how they were calculated, management can assist in having your questions answered.

#### **CORRECTIONS TO PAYCHECKS**

SoHumThe District makes every effort to provide accurate paychecks on the posted pay days. If there is an error in a paycheck, whether in hours paid, rate of pay, deductions taken or not taken, or any other discrepancy, the employee must bring it to the attention of his/her supervisor immediately for review and/or correction. Should the immediate supervisor not be available, any other management person can be contacted or an HR Representative. Failure to report the discrepancy may result in a delay of payment due.

#### TRAVEL AND REIMBURSEMENT POLICY

At <u>SeHumThe District</u> there may be opportunities for outside training and attending conferences.

Employees in **non-exempt positions** who are required to travel as part of their job will be paid for all time "worked" while traveling. Recognizing that while traveling by vehicle or plane, the employee may be unable to engage in his/her own personal pursuits, the employee may consider such time as time worked and will be compensated accordingly.

Employees in **exempt positions** are paid a pre-determined salary for all work performed in a week, and therefore are not provided additional compensation if travel time extends into days that are not part of the employee's regular work schedule. All business travel must be approved in advance by management. An itinerary including destination, nature of business, estimated length of time away and contact numbers to reach you, must be provided to your supervisor prior to commencing the business travel. The company will reimburse employees for reasonable travel expenses incurred while on assignments away from the normal work location, please see below for reimbursement guidelines.

#### Airfare transportation

Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the business office. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. For Business & First-class tickets approval must go through the Human Resources Department.

#### Rail transportation

SolumThe District will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare or that the employee requires an accommodation to Rail transportation instead of airfare.

#### Personal Vehicle Use

Mileage will be reimbursed at the IRS current mileage reimbursement rate from the employees' home or primary worksite to the business destination. When expenses/travels are completed, employees should submit completed expense reports and submit them to management for the pay period in which they were incurred.

#### Rental vehicles

SolumThe District will pay for approved use of a rental vehicle at a destination city for business travel. Original receipts are required. SolumThe District authorizes reimbursement for an economical vehicle. In certain circumstances larger vehicles may be rented, with prior supervisory approval. Drivers must adhere to the rental requirements, and restrictions must be followed. When vehicle rentals are necessary, SolumThe District encourages travelers to purchase suitable coverage.

#### **Parking**

Original receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

#### Tolls

Original receipts are required for tolls totaling \$25 or more.

#### Miscellaneous transportation

Original receipts are required for Uber, Lyft, taxi, bus, subway, metro, ferry, and other modes of transportation if costs are \$25 or more for each occurrence.

#### Lodging

The cost of overnight lodging will be reimbursed to the traveler if the authorized travel is 60 miles or more from the traveler's home or primary worksite. SolumThe District will reimburse lodging expenses at reasonable standard business room rates.

#### Meals

Per-diem allowances are reimbursable for in-state overnight travel that is 60 miles or more from the traveler's home or primary worksite. Per diem allowances are applicable for all out-of-state travel that is 60 miles or more from the traveler's home or primary worksite. Solution from the traveler's home or primary worksite. Solution from the traveler's home or primary worksite. Solution from the District per diem rates are based on the U.S. General Services Administration Guidelines. Those guidelines are found at the following website <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a> It is expected that the employee traveling will view those rates and follow them as closely as possible for the destination they are traveling to without exceeding \$100 per day. Reimbursement of Alcohol is limited to one drink per day with a meal. Gratuity is suggested at a rate of 15%. Pre-approval from a supervisor for a higher reimbursable rate due to a special circumstance needs to accompany all other documentation submitted.

#### Conference registration

If the conference fee was not prepaid, SeHumThe District will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

#### Entertainment

Entertainment is defined in this policy as limited to entertainment when traveling on business. Employees will be reimbursed for the actual cost of entertainment when such expenses have been determined reasonable and beneficial to the Employee. (Example of beneficial entertainment: local attractions, museum, zoo, park, concert...) Entertainment must conform to current tax and legal requirements. Discretion must be used as to levels of entertainment. Unreasonable entertainment expenses will not be reimbursed. Spouses or partners expenses are not eligible for reimbursement. Entertainment budget is limited to \$100 no matter the duration of the business travel. Employees must remember they are representing SoHumThe District while away on business if discretion is not shown to be used while choosing forms of entertainment not only will it not be reimbursable, but the employee can be subject to disciplinary action.

#### **Business expenses**

Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

#### Company credit card use for travel

Employees may choose to charge business and travel expenses to the Company credit card or may choose to be reimbursed for expenses that have been personally paid for (personal credit card or cash). The Company is responsible for all charges placed on the card; therefore, personal use of the company credit card is not allowed. Employees who use the Company credit card for personal use or for business and travel expenses that were approved in advance, will be required to reimburse the Company – there may also be corrective action consequences, up to termination of employment.

#### Travel advances and reimbursement

Cash advance requests are authorized for specific situations that might cause undue financial hardship for business travelers. These situations are limited to staff traveling on behalf of SeltumThe District. A maximum of 80 percent of the total estimated cost can be advanced. The traveler must repay SeltumThe District for any advances in excess of the approved reimbursable expenses. The department initiating the travel is responsible for notifying the business office to deposit any excess funds into the appropriate departmental account. Travel advances are processed by submitting a completed Request for Payment form and Travel Request form to the business office.

Regular requests for reimbursements of travel-related expenses are submitted on a *Travel Reimbursement* form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds 20 percent of the total pre-trip estimate, the Travel Reimbursement form must be signed by the Administrator or the Chief Financial Officer. These forms must be submitted to the business office within two weeks after the trip is completed. Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Employees are expected to limit expenses to reasonable amounts, and receipts for all individual expenses should accompany expense reports and submitted to their direct supervisor. Abuse of this policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for corrective action, up to and including termination of employment.

## **HEALTH AND SAFETY**

Solum The District is committed to providing a work environment that is safe and healthful. We have established an Illness and Injury Prevention Program (IIPP), to support our safety efforts by identifying and correcting workplace safety issues and educating our employees. Solum The District's Safety Program Coordinator is the Engineering Manager.

#### **WORKPLACE VIOLENCE**

SeHumThe District is committed to providing a safe, violence-free workplace and strictly prohibits employees, patients, visitors or anyone else on SeHumThe District premises or engaging in organization-related activity from behaving in a violent or threatening manner. As part of this policy, SeHumThe District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

SchumThe District 's policy provides "zero tolerance" for actual or threatened violence against co-workers, visitors, or any other persons on SchumThe District premises or attending SchumThe District business-related activities. Employees are required to report to their supervisor any incident involving a threat of violence or act of violence, or any violation of this policy, immediately.

Workplace violence includes, but is not limited to:

- 1. Threats of any kind (including those that are meant as "humorous" or a "joke");
- 2. Threatening or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence. This can include belligerent speech, excessive arguing or swearing, theft or sabotage of SoHumThe District property, or a demonstrated pattern of refusal to follow SoHumThe District policies and procedures;
- Defacing SeHumThe District property or effecting physical damage to the facilities;
   or
- 5. Bringing weapons or firearms of any kind on <u>T he D is tr ic t's</u> premises, in

The District's parking lots, or while conducting District business.

If any employee observes or becomes aware of such actions or behavior by an employee, Patients, visitor, or anyone else, they are required to notify their supervisor immediately, and/or call the Police or 911 as appropriate. Further, an employee should notify the HR Director if any restraining order is in effect, or if a potentially violent non work-related situation exists which could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Sollum The District will inform the reporting individual of the results of the investigation. To the extent possible, Sollum The District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances in order to protect individual safety. Sollum The District will not tolerate retaliation against any employee who reports workplace violence.

<del>=++++</del>

If SoHumThe District determines that workplace violence has occurred, SoHumThe District will take appropriate corrective action. The appropriate corrective action will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, SoHumThe District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

#### SAFETY RULES

Schum The District is concerned with the health and safety of every employee and Patient. SAFETY IS EVERYONE'S RESPONSIBILITY! All employees are required to be alert to potential hazards, be well informed about specific safety requirements of their job, and to adhere to established Safety Rules.

For our safety program to be successful, every employee must participate and comply fully with the standards and practices of SOHUM The District to promote safety in the workplace.

If injuries occur on the job, no matter how slight, report them <a href="immediately">immediately</a> to your supervisor. If you see unsafe conditions in any <a href="District">District</a> location, please report them <a href="IMMEDIATELY">IMMEDIATELY</a> to management so they can be corrected. Employees who report unsafe work conditions or practices may do so without fear of reprisal. In addition, follow these safety guidelines which are based on the experience and suggestions of past and current employees in many industries which can be used at work, home or at any time they can be of benefit.

- 1. Whether anyone is hurt or not, immediately report all accidents to management. In case of injury, seek first aid at once.
- A good worker is a safe worker. Be sure to know the safe way to perform any job given to you. If you have any doubt about the safety of a practice or procedure, talk to management.
- Horseplay and practical jokes are dangerous and against the rules at SoHumThe District.
- 4. Lift properly. Keep your back straight, then squat down at the knees to reach the object being lifted. Do not twist your body when lifting. If it is necessary to turn, shift your feet. Do not attempt to lift heavy objects alone. Get help!
- Prevent slips and falls. Watch for spills or loose objects on floors. Clean up spills and pick up debris immediately.
- Electrical cords are hazards. Do not allow cords to extend across doorways, aisles or other walkways. When removing plugs from receptacles, grasp the plugs, not the cords.
- Use special safety equipment wherever provided . . . do not take a chance "just this once." That is usually when an accident happens.

SECURITY

As an employee of <u>SoHumThe District</u>, one of your primary responsibilities is the protection of our Patients, their property, and the assets of <u>SoHumThe District</u>. This effort requires each employee's full dedication.

The following information provides a number of ideas about what you can do to assist in the security of our grounds and buildings. While no one expects you to be an expert in security, your awareness and assistance will be a tremendous asset to this effort.

- 59 -

#### What You Should Do

- If you notice anyone that appears to be acting suspiciously, report them
  to management immediately. Suspicious activity includes someone
  waiting or loitering in an area not designed for that purpose, i.e.: a
  Patient area, parking lot, or other public or restricted area. If you come
  upon an individual who looks surprised or nervous to see you, report
  them. Also, if you see a non-employee in an area designed for
  employees only, they should be reported.
- 2. If you hear any loud or unusual noises, report them. This would include mechanical noises, alarms, loud yelling, etc.
- 3. If you are ever confronted by a thief, don't try to be a hero! Give that person everything he/she wants. You and your safety are more important to us than anything the thief may get away with.

#### **EMERGENCY PROCEDURES**

#### **EIRE**

In case of a fire, the employees should follow this procedure:

- 1. Relocate Patients or visitors in immediate danger to safety.
- 2. CALL 911.
- 3. Close all windows and doors, shut off all fans, etc., to prevent drafts and fire from spreading. Keep fire doors closed.
- Station people at the entrance to the area or building to guide the fire department to the fire's location.
- Feel the door to the room in which the fire is burning. If the door is warm, DO NOT OPEN THE DOOR. Wait for the fire department to deal with the fire.
- 6. Follow instructions as calmly as possible.
- 7. If you have any questions regarding this procedure, seek clarification through management.

#### **EARTHQUAKE**

In the event an earthquake strikes and affects any of SOHUMThe District's property, the safety of Patients, visitors and employees is of paramount importance. The following guidelines should be followed:

#### **During an Earthquake**

- If you're indoors, get under a table or desk, or brace yourself in a hallway. Hang on! Watch out for falling, flying, and sliding objects. Stay away from windows.
- If you're outdoors, move to an open area away from buildings, power poles, and brick or block walls that could fall.
- If you're in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees and power lines, on or under overpasses.
- 4. If elevators are available, do not use them; use stairs. Wait for instructions from building authorities.
- 5. Do not dash for the exit. Choose your exit carefully.

#### After an Earthquake

objects.

- 1. If accessible, put on heavy shoes immediately to avoid injury from stepping on glass and other debris. Look out for falling or ready-to-fall
- 2. Check for injuries and give first aid, as you feel qualified.
- 3. Check emergency supplies.
- Check for fires and fire hazards. Sniff for gas leaks. If you smell gas or suspect a leak, Call 911, open windows and carefully leave the area. Do not turn lights on or off or light matches or do anything that makes a spark.
- Go to your designated area and report on injuries and conditions. Wait for instructions.
- 6. Do not touch downed power lines or objects touched by downed wires.
- 7. Stay in undamaged areas.
- 8. Do not use the phone.
- 9. Do not go sightseeing.
- Cooperate with public safety officials. Be prepared to evacuate when necessary.

Employees should inform their supervisors if they require assistance or accommodation in complying with the Emergency Procedures or any aspect of <a href="SoHumThe District">SoHumThe District</a>'s safety plan.

## **Southern Humboldt Community Healthcare District**



# ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

**Effective September 2022** 

PLEASE READ THE EMPLOYEE HANDBOOK, SIGN THIS ACKNOWLEDGMENT, AND RETURN THIS ACKNOWLEDGMENT TO THE HR Director WITHIN ONE WEEK.

This is to acknowledge that I have received a copy of the Employee Handbook and understand that it contains important information on many of SeHumThe District's general personnel policies and on my privileges and obligations as an employee. The policies contained in this Employee Handbook dated August 2022 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the handbook. Additionally, I agree to abide by any new or revised policy. I have been given an opportunity to ask questions about policies I do not understand.

I understand that I am governed by the contents of the handbook and that other than the policy of at-will employment, SeHumThe District may change, rescind or add to any policies, benefits or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice. SeHumThe District will advise employees of material changes within a reasonable time. I also understand that, because SeHumThe District cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of SeHumThe District's policies or procedures, I should contact my supervisor or the HR Director.

I further acknowledge and agree that employment with SeHumThe District is at-will and may be terminated by either SeHumThe District or me at any time without cause or notice. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of SeHumThe District. The terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and the CEO with a statement that it is a modification to this Acknowledgment and at-will employment.

I understand it is my responsibility to read, understand, and comply with the provisions contained in the Southern Humboldt Community Health District's Employee Handbook, including Discrimination, Harassment and Retaliation Prevention Policy. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

Employee Signature		Date	
Print or Type Name			
Till of Type Name	****		- 62 -

Handbook Comparison		
SHCHD - Legal Name (not SoHum or SoHum Health)	✓	SoHum Health listed as employer
Revision Date	Sept. 2022	Fall 2018
Pages total	62 Pages	27 Pages
Table of Contents	✓	Very breif
NTRODUCTION/WELCOME	✓	✓
BRIEF HISTORY ON OUR FACILITY	✓	✓
OUR VISION, MISSION AND VALUES	<b>√</b>	✓
ADDITIONAL REFERENCES/List of local agencies and other facilities		<b>√</b>
CULTURE OF EXCELLENCE/SUPPORTIVE WORKPLACE		, 
	,	
PATIENT SERVICE POLICY	✓	Breifly in Q&S
On the Job/Abuse Reporting Requirements	Not clear	✓
DISCUSSING ORGANIZATION BUSINESS	✓	✓
EMPLOYMENT POLICIES	✓	✓
NATURE OF EMPLOYMENT (AT-WILL)	<b>√</b>	Mentioned in Intro and receipt
DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION POLICY	<b>√</b>	✓
Equal Employment Opportunity	✓	✓
Diversity	·	· ·
•	<b>√</b>	<b>→</b>
Prohibited Harassment		
Sexual Harassment Defined	✓	Under Equal Opp Employment
Other Types of Harassment	✓	Under Equal Opp Employment
Abusive Conduct Prevention	✓	Briefly in Workplace violence
Protection Against Retaliation	✓	<b>√</b>
Descrimination, Harassment, Retaliation and Abuse Conduct	· ·	<b>→</b>
	<b>√</b>	<b>→</b>
Training		· · · · · · · · · · · · · · · · · · ·
Interactive Communication Process	<b>√</b>	Outdated
IMMIGRATION LAW COMPLIANCE	✓	
EMPLOYEE RELATIONS	✓	
EMPLOYMENT APPLICATIONS	✓	✓
EMPLOYMENT CATEGORIES	<b>√</b>	✓
Introductory	<b>√</b>	✓
•	·	· ·
Regular Full-Time		
Part-Time	<b>√</b>	✓
Temporary	✓	✓
Per Diem Status	✓	✓
Advanced Practitioner Status	<b>√</b>	
INTRODUCTORY PERIOD	✓	✓
PERFORMANCE REVIEWS	<b>V</b>	<u> </u>
	<b>√</b>	· · · · · · · · · · · · · · · · · · ·
WORK SCHEDULES		·
ACCESS TO PERSONNEL FILES	✓	✓
Information Changes	✓	✓
SECURITY INSPECTIONS	✓	✓
SURVEILLANCE CAMERAS	✓	No mention/Outdated
EMPLOYMENT SEPARATION	✓	Very breif
Resignation	<b>/</b>	✓
	· ·	· · · · · · · · · · · · · · · · · · ·
Termination		V
Layoff/Reduction in Force	✓	
Retirement	✓	✓
EMPLOYMENT REFERENCE CHECKS	✓	✓
REHIRE POLICY	✓	Very breif
EMPLOYEE CONDUCT AND WORK RULES	<b>V</b>	√ Very bren
CODE OF CONDUCT	· ·	<b>,</b>
	<b>√</b>	· · · · · · · · · · · · · · · · · · ·
DISCIPLINARY ACTION		· ·
Purpose	✓	
Responsibilities of Employees	✓	✓
Responsibilities of Supervisors, Managers and Directors	✓	✓
Progressive Discipline Process	✓	✓
Employee Conduct that can result in disciplinary action	✓	✓
ATTENDANCE AND PUNCTUALITY	·	· ·
	· ·	•
EXCHANGING SHIFTS		
PERSONAL APPEARANCE	<b>√</b>	✓
USE OF EQUIPMENT	✓	
ORGANIZATION PROPERTY	✓	✓
Confidentiality	✓	✓
WHISTLEBLOWER	<b>✓</b>	
	·	<b>√</b>
CONFLICTS OF INTEREST	<b>√</b>	
SMOKE-FREE WORKPLACE		<b>√</b>
DRUG AND ALCOHOL USE	✓	✓
Federal drug-free workplace act of 1988	✓	
INFORMATION/COMMUNICATION SYSTEMS	<b>√</b>	✓
Monitoring & Access of The District Systems/Devises	✓	✓
Computer, E-mail, internet & Voicemail Use	<b>√</b>	Very breif
Telephone Use	· ·	very bren
	•	· · · · · · · · · · · · · · · · · · ·

Personal cell phones & comminication devices	✓	Very breif
Cell phone use while driving	✓	
Social Media	✓	
Mail & Postage Use	✓	
STUDENT INTERNSHIPS	✓	
VISITORS IN THE WORKPLACE	✓	
SUPPLEMENTAL EMPLOYMENT	✓	
EMPLOYMENT OF RELATIVES, SPOUSES, DOMESTIC PARTNERS AND PER	✓	
PROBLEM-RESOLUTION	✓	
EMPLOYEE BENEFITS		
GENERAL		Outdated
EMPLOYEE SERVICES DISCOUNT	· ·	✓
HEALTH INSURANCE	· ·	Very breif
BENEFITS CONTINUATION (COBRA)	· ·	very breit
UNPAID TIME-OFF	<u> </u>	
	<u> </u>	No specific enough
PTO BENEFITS	<u> </u>	Not specific
PAID SICK LEAVE (PSL)	<u> </u>	Not specific
HOLIDAYS	<b>√</b>	<b>√</b>
BEREAVEMENT POLICY	<b>√</b>	✓
JURY DUTY POLICY	✓	Outdated
REMOTE WORK POLICY	✓	
457 (B) RETIREMENT PLAN	✓	Listed as deferred savings plan/Breif
STATE AND FEDERAL WAGE REPLACEMENT INSURANCES	✓	Very breif
State disability insurance-Employee's own illness/injury	✓	
Paid Family Leave insurance- to care for a family member	✓	
Social Security insurance	✓	
Unemployment insurance	✓	
Worker' compensatoin insurance	✓	Very breif
LEAVES OF ABSENCE	✓	Very breif
Workers' Compensation Disability Leave	<b>√</b>	Very breif
CALIFORNIA FAMILY RIGHTS ACT (CFRA) / FAMILY MEDICAL LEAVE ACT	<u> </u>	CFRA outdated
Entitlement to leave	· ·	CFRA outdated
Eligibility	· ·	CFRA outdated
Types of leaves covered	<u> </u>	
		Outdated
Duration on leave	<u> </u>	Very breif/Unclear
Health insurance during leave	✓	
		· · · · · · · · · · · · · · · · · · ·
Use of PTO and Sick Leave	<b>√</b>	Very breif
Other bnefits during leave	✓	· ·
Other bnefits during leave Reinstatement	✓ ✓	Very breif
Other bnefits during leave	✓ ✓ ✓	· ·
Other bnefits during leave Reinstatement	✓ ✓	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave	✓ ✓ ✓	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL)	✓ ✓ ✓	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave	✓ ✓ ✓ ✓	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave	✓ ✓ ✓ ✓ ✓	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification	V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification	V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty	V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION	V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES	\( \frac{\sqrt{\chi}}{\sqrt{\chi}} \)	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY LEAVE MILITARY SPOUSE LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE	\( \frac{\sqrt{\chi}}{\sqrt{\chi}} \)	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY DUTY LEAVE	\( \frac{1}{\sqrt{1}} \)	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY DUTY LEAVE	\( \frac{1}{\sqrt{1}} \)	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL	V V V V V V V V V V V V V V V V V V V	Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION	\( \frac{1}{\sqrt{1}} \)	Very breif  Very breif  Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Very breif  Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Very breif  Outdated Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Very breif  Outdated Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Very breif  Outdated Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF TIME CHANGE "OFF-THE CLOCK" WORK	\( \frac{1}{\sqrt{1}} \)	Very breif  Very breif  Outdated Outdated Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF TIME CHANGE "OFF-THE CLOCK" WORK OVERTIME	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Very breif  Outdated Outdated
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF TIME CHANGE "OFF-THE CLOCK" WORK OVERTIME PAYDAYS	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Outdated Outdated Outdated Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF TIME CHANGE "OFF-THE CLOCK" WORK OVERTIME PAYDAYS PAY DEDUCTIONS	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Outdated Outdated Outdated Very breif  Very breif
Other bnefits during leave Reinstatement Procedure for requesting leave PREGNANCY DISABILITY LEAVE (PDL) Entitlement to leave Certification of need for leave Certification Notification Benefits during leave Return to duty LACTATION ACCOMMODATION PERSONAL LEAVE ORGAN AND BONE MARROW DONATION ADDITIONAL LEAVES MILITARY LEAVE MILITARY RESERVES OR NATIONAL GUARD LEAVE MILITARY SPOUSE LEAVE PARENTS'/GUARDIANS' SCHOOL LEAVE SCHOOL DISCIPLINE LEAVE DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING LEAVE TIME OFF FOR VICTIMS OF VIOLENT CRIMES EMERGENCY DUTY LEAVE EMERGENCY TRAINING LEAVE VOLUNTEER CA WING OF THE CIVIL AIR PATROL COMPENSATION REST AND MEAL PERIODS TIMEKEEPING ON CALL AND CALL BACK CALLED OFF TIME CHANGE "OFF-THE CLOCK" WORK OVERTIME PAYDAYS	V V V V V V V V V V V V V V V V V V V	Very breif  Very breif  Outdated Outdated Outdated Very breif

	•	Note: Website links in document or no longer active.
ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK	✓	✓
Earthquake	✓	Not specific
Fire	<b>√</b>	<b>√</b>
EMERGENCY PROCEDURES	✓	✓
SECURITY	✓	✓
SAFETY RULES	<b>√</b>	✓
WORKPLACE VIOLENCE	✓	✓
HEALTH AND SAFETY	✓	

Comparisons:		
SHCHD Handbook 1 of 2	Used in 2016	26 pages
SHCHD Orientation Booklet 2 of 2	Used in 2016	14 pages/Both handbooks equaled 40 pages
CUSM CA Univ of Science and Med	Rev 2021-2022	108 pages
Mayers Memorial	Rev 2019/currently under revision	44 Pages