



EMPLOYEE HANDBOOK

JULY 1, 2013

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Section I – Handbook Interpretation and Introduction

This handbook is intended to provide you with a general understanding of the Santa Ynez Community Services District's ("SYCSD" or "the District") policies, procedures, benefits and rules. It is intended to familiarize you with important information about the SYCSD as well as information regarding your own privileges and responsibilities. Although it is not an employment contract, it is important that all employees read, understand, and follow the provisions of the Handbook. Keep this handbook, and revisions on file for your reference. This Handbook replaces and supersedes all previous personnel policies.

This handbook cannot anticipate every situation or answer every question about employment, nor can it provide information that answers every possible question. Additionally, circumstances will undoubtedly require that guidelines, practices and benefits described in this handbook change. Accordingly, the SYCSD reserves the right to modify, supplement, or rescind any provision of this handbook from time to time, as it deems necessary.

The SYCSD is constantly striving to improve its operations, the services that it provides to the customers and its relations with its employees. You are encouraged to bring suggestions for improvements to the attention of the General Manager. Additionally, if you have any questions or seek clarification, you should see the General Manager. By working together, the SYCSD believes that it will share with its employees a sincere pride in the work place and the services that they are here to provide.

SYCSD Mission Statement

The mission of the District is to respond to the needs of its citizens and represent them, as a group, at State and Federal levels in solving local problems affecting the common good. To fulfill that mission, the Board of Directors of the Santa Ynez Community Services District is committed to the following legislative policy:

- To respond to community needs within the District's sphere of influence (said sphere being subject to future revision and amendment pursuant to Government Code) to the full extent of

- the District's authority and the purposes for which it was formed;
- To support orderly growth and development which is essential to the social, fiscal and economic well-being of the community as an integral part of the Santa Ynez Valley and which responds sensitively to environmental concerns and available natural resources; and
 - To set priorities for community services by weighing actual and future needs against all available financial resources and to manage public funds in a manner both fiscally sound and conservative.

The Board further finds that the common good is best served when all policies are based upon the most complete information that can be assembled, the counsel of reliable, independent experts is sought, and the District is administered fairly, objectively and without deference to special or self interests.

Section II – Introduction To Employment

A. Equal Employment Opportunity

SYCSD is committed to granting equal employment opportunity to all qualified persons without regard to race, color, gender, gender identity or expression, age, religion, national origin, ancestry, veteran status, marital status, sexual orientation, disability, medical condition, genetic information, or other characteristics protected by applicable civil rights statute. The discrimination precluded by this policy includes any discrimination against an individual because that individual is perceived to have any of the foregoing characteristics or is associated with a person who has or is perceived to have any of the foregoing characteristics. It is our intent and desire to recruit, hire, train, promote, discharge, provide benefit, and undertake other personnel actions without regard to the foregoing characteristics and on the basis of merit, qualifications, potential, competence, and company business needs.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee, unless the proposed accommodation would create an undue hardship for the District. If you require an accommodation in order to perform the essential functions of your job, you should immediately apprise your supervisor or General Manager of this need and describe the requested accommodation. The District will consider any such request for accommodation, as well as other possible alternative accommodations that might allow you to perform your job. The District reserves the right to determine what, if any, reasonable accommodation it will implement following a request for accommodation.

If you believe you have been the victim of any unlawful discrimination, you should immediately report your concerns to your supervisor or the General Manager. The District takes all complaints of illegal discrimination seriously, and will investigate any such complaint. Should you so desire, you may report incidents of discrimination to the California Department of Fair Employment and Housing, contact information for which can be found in the telephone book. Please understand that the District has a legal obligation to investigate all

claims of unlawful discrimination. However, it will consider your concerns to be highly confidential, and in the course of conducting its review will discuss your concerns only with those whom the company determines necessary in order to conduct a proper investigation and achieve an effective resolution. Further, the District will not tolerate any retaliation against any person who registers a complaint of discrimination or supports a co-worker's complaint of discrimination. Any violation of our antidiscrimination rules will result in disciplinary action, up to and possibly including termination of employment.

Management is held responsible for assuring non-discrimination employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

B. Requirements for Employment

1. Must have a valid Social Security Number.
2. Must have a valid California Driver's License.
3. Must have a High School Diploma or GED.
4. Must complete a W-4.
5. Must have completed a District employment application form.
6. Must be physically and mentally able to perform the essential functions of the job for which you apply, with or without reasonable accommodation.
7. SYCSD employs only United States citizens and non-citizens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility no later than three (3) days following date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.
8. Must stay insurable under the SYCSD general liability insurance and its motor vehicle liability insurance policy.

C. DMV Pull Notice Program

The District has elected to participate in the Department of Motor Vehicle's Employer Pull Notice Program. The Program provides employers such as the District with information about employee convictions of motor vehicle safety violations and any action the D.M.V. takes against a driver's license. Nonetheless, employees are still required to maintain their license in good standing and to immediately notify the District in the event that they are cited for any driving violation or their driver's license is suspended, revoked, lost, or otherwise compromised.

- All District employees shall maintain a valid California driver's license, or who must drive frequently in the course of their duties will be required to participate in the D.M.V. Employer Pull Notice Program. Employees shall sign a form authorizing the D.M.V. to release information to the District.

This information will be forwarded to the Department of Motor Vehicles for participation in the Pull Notice Program. The information is retained as confidential. Failure to provide or keep the required information up-to-date will result in the employee being ineligible to operate District owned vehicles or use personal vehicles on District business. Failure to maintain a valid California Driver's License could result in loss of employment. The District reserves the right to refuse authorization for any employee to operate a District vehicle. Employees who do not participate in the D.M.V. Pull Notice Program will not be authorized to use any District vehicle or private vehicle on District business.

Upon termination of your employment with the District, the District will remove you from the District's D.M.V. Pull Notice Program.

D. Employee Classifications

1. At-Will Employee

At-Will employees are not hired for any specified period of time and may resign, or be discharged, at any time, with or without cause and without application of the District's disciplinary or termination review procedures. The District's General Manager, Secretary/Treasurer and such other positions so designated by the District are At-Will employees.

2. Introductory Employees

All employees serve an introductory period of a least six (6) months and during such time are Introductory Employees. See the "Introductory Period" policy below.

3. Full-Time Regular Employee

Defined as employees who work a regular schedule of forty (40) hours per week, and have successfully completed their initial introductory period.

4. Part-Time Regular Employee

Defined as employees who have successfully completed their initial evaluation period and are assigned a regular work schedule regular of less than thirty (30) hours per week. Part-time employees are not eligible for employee benefits.

5. Temporary Employee

Defined as an employee who is hired to perform a specific task or to be employed for a limited period of time.

6. Non-Exempt Employee

Defined as an employee who is paid wages for each hour of work performed and who is eligible to receive overtime pay under applicable law.

7. Exempt/Salaried Employee

Defined as a person employed in an executive capacity means any employee:

Whose duties and responsibilities involve the management of the enterprise in which he or she is employed or of a customarily recognized department or subdivision thereof; and

Who customarily and regularly directs the work of two or more other employees therein; and

Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight; and

Who customarily and regularly exercises discretion and independent judgment; and

Who is [primarily engaged in](#) duties, which meet the test of the exemption.

An executive employee must also earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. Full-time employment means 40 hours per week as defined in [Labor Code Section 515\(c\)](#).

Administrative exempt/salaried employee is defined as:

A person employed in an administrative capacity means any employee:

Whose duties and responsibilities involve either:

The performance of office or non-manual work directly related to management policies or general business operations of his or her employer or his or her employer's customers, or

The performance of functions in the administration of a school system, or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training carried on therein; and

Who customarily and regularly exercised discretion and independent judgment; and

Who regularly and directly assists a proprietor, or an employee employed in a bona fide executive or administrative capacity, or

Who performs, under only general supervision, work along specialized or technical lines requiring special training, experience, or knowledge, or

Who executes, under only general supervision, special assignments and tasks, and

Who is primarily engaged in duties which meet the test for the exemption.

An administrative employee must also earn a monthly salary equivalent to no less than two times the state minimum wage for full-time employment. Full-time employment means 40 hours per week as defined in Labor Code Section 515(c).

Exempt employees are paid a fixed salary for all hours worked, and are expected to work the necessary hours to complete their duties and responsibilities as outlined in their specific job descriptions

E. Introductory Period

As part of the hiring process, you will go through an initial introductory period. All employees of the SYCSD will be introductory employees for the first six (6) months of employment, except temporary employees. After the first six (6) months, the Board of Directors (in the case of the General Manager) or General Manager (in the case of all other staff) may appoint an employee as a regular employee, or may continue the employee as an introductory employee for an additional period not to exceed six (6) months. This introductory period will provide management with the opportunity to see how you perform your job. It will also provide you with the opportunity to become comfortable with your position, your Manager or Supervisor, and working conditions. An introductory employee may be terminated with or without cause. (At-Will employees who successfully complete their introductory period remain terminable at any time, with or without cause).

Upon completion of the initial introductory period, a performance evaluation will be conducted. Newly hired employees, who are still in their initial introductory period, will generally not be approved to take any paid time off.

F. Performance Evaluations

The SYCSD maintains a policy of evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance evaluations also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your supervisor.

The process is designed to be as objective as possible, focusing on overall performance in relation to job responsibilities and also taking into account conduct, demeanor and record of attendance and tardiness. In addition, special written performance evaluations may be conducted by your Supervisor any time to advise you of the existence of performance or disciplinary problems.

1. Overview

As a new employee, you will be evaluated at the end of your initial introductory period to provide management with the opportunity to review your job performance.

Initially you will be evaluated twice yearly, approximately six (6) months from the date of hire. The first six (6) month evaluation is a “check point” to review the objectives set at the date of hire with suggestions for improvement as necessary. The second evaluation is the yearly evaluation that will provide you and your Supervisor with an idea of how you are performing your job.

A performance evaluation will be used to inform you of your performance during a review period and set new goals for the coming year. It will also be used to determine the appropriateness of a salary adjustment within the established guidelines for the current salary scale and job classification. Wage increases are not automatically given to eligible employees. Rather, whether a wage increase will be granted to an eligible employee is based on the discretion of the General Manager. Factors that will be considered in determining whether a wage increase will be given include but are not limited to

the following: the financial condition of the District; the employee's performance relative to other employees of the District; the employee's current wage rate compared to other similarly situated employees of the District, other public entities and employers in the private sector; the employee's length of service with the District; and, the employee's particular skills, experience, education or credentials as such are relevant to the employee's duties and the services provided to the District. The evaluation received, combined with current pay level, will determine the amount of pay increases, if any.

2. Mechanics of the Performance Evaluation

The performance evaluation is broken down into several criteria areas, such as, attitude, public relations, quality of work, work habits, adverse conditions, dependability, initiative, ability to work independently, verbal communication, and written communication. Ratings range from unacceptable, needs improvement, meets job standards, exceeds job standards, and outstanding. This evaluation system will be used to determine the employee's overall performance and to provide the General Manager as well as the employee with an action plan for the next evaluation.

3. Consequences of Substandard Ratings

Substandard ratings mean any rating below the rating level of "Meets Job Standards". Employees receiving a "Needs Improvement" or lower rating for any one review criterion may have their employment conditions modified in any of, but not limited to, the following ways:

- Ineligibility for promotional consideration until the deficiency is corrected.
- Withholding of a merit or performance based pay increase until the deficiency is corrected.
- Transfer to a comparable position or demotion for an indefinite period to a position in which competency can be reasonably expected.
- Termination.

If the employee's deficient performance has improved to an acceptable level or type of performance, while maintaining the satisfactory performance in all other respects, the General Manager may pro rate merit or performance pay increase and restoration of promotional consideration.

G. Hiring

Hiring a new employee will be done by the General Manager. Hiring of a General Manager will be appointed or hired by the Board of Directors. Applications will be reviewed and interviews will be held without discrimination to determine the most qualified person or persons for the position.

H. Pay Schedule

All SYCSD employees shall receive the compensation provided in the basic pay schedule adopted by the Board, except that the Board may at any regular or special meeting duly called for that purpose, adjust the salaries or salary ranges.

At the time of their initial assignment to a position, employees shall be employed at the first step of the salary range for the particular position to which the appointment is made. In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate salary range. For the purpose of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the position.

I. Employee Merit Wage/Salary and COLA Policy

The General Manager is responsible for evaluating and administering Merit Salary Adjustments for all authorized positions, excluding the General Manager's position. Merit wage/salary increases for all SYCSD employees are based on employee performance, contributions, and standards.

Cost of Living salary adjustments (COLA) when and if provided by the Board of Directors shall be applied at exactly the same percentage rate to each position and classification in the pay schedule.

J. Rehired Employees

Employees, who are rehired following a break in service in excess of one (1) year, must serve another initial introductory period, whether or not such a period was previously completed. A break in service does not include periods during which an employee is absent due to maternity leave, military leave and other legally protected leaves of absence. Such employees are considered new employees from the effective date of their re-employment for all purposes, including the purposes of measuring benefits and pay.

K. Work Hours

The standard work week begins at 12:01 a.m. Sunday and ends at 12 midnight the following Saturday and the standard workday begins at 12:01 a.m. and ends at midnight the same day. The normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., depending upon operational requirements. If changes in your work schedule are required, your supervisor will notify you. You may be required to work overtime or hours outside those normally scheduled. Field operators will be required to be on-call as scheduled by the Operations Supervisor.

L. Rest and Meal Break Time

Full-time and part-time employees are provided the opportunity to take, and are expected to take a 15-minute break for every four hours (or major fraction thereof) worked. Thus, employees working more than 3.5 and fewer than 6 hours are entitled to one rest break; employees working more than 6 hours but fewer than 10 hours are entitled to two rest breaks. Such breaks should be taken as close as reasonably practical to the middle of each four-hour period, so generally full-time employees will take one rest break in the middle of the morning and a similar break in the middle of the afternoon in order to break up the day and as a relief from office routine and tension.

Employees are also provided the opportunity to take, and are expected to take, unpaid, duty-free meal breaks of no more than 60 minutes in duration for every five hours worked. Employees should not work more than five consecutive hours without taking such a meal break. Employees working more than 10 hours are entitled to a second meal break, although this second meal break can be waived.

If you ever find that you are being denied the opportunity to take your rest and/or meal break, contact the General Manager immediately.

N. Housekeeping

All employees are expected to keep not only their work areas clean and organized but also assist in maintaining an overall clean work environment. Dispose of trash properly and recycle when possible.

O. Anti-Nepotism Policy

SYCSD intends to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment, and other supervision, security, or morale problems that can arise from personal or romantic relationships between coworkers or supervisors and their subordinates. Accordingly, the District generally will not hire relatives or partners of existing employees if they would be in a close working relationship or supervisory relationship with their relative/partner. For the same reasons, supervisors are prohibited from becoming romantically/sexually involved with subordinate employees. A "relative" is a spouse, registered domestic partners, child, brother, sister, mother, father, in-law or step relationship. A "partner" is a person with whom an employee is involved in a romantic or sexual relationship.

If two employees subsequently become relatives or partners, then they should advise the General Manager (or, in the case of the General Manager, the Board) of their relationship. If no alternative position is available and no other arrangement acceptable to the District in its sole discretion is available, and neither of the employees voluntarily leaves the District, then the District may elect to conclude its employment relationship with whichever of the employees the

District feels most appropriate based on operating needs and other business factors.

P. Use of Personal and Rental Vehicles

Employees of SYCSD will be reimbursed for costs associated with driving their personal automobile on SYCSD business based on the rate established by the Internal Revenue Service (IRS) at that time, which contemplates expenses such as wear and tear on the vehicle, gas, insurance, etc. While driving on SYCSD business, the employee's personal auto insurance is intended to provide the primary insurance coverage. Employees who operate their own vehicles on SYCSD business may do so provided the following conditions are followed:

- The vehicle must be in sound and safe operating condition and maintained as such at the employee's own expense.
- The employee must obey all state and local driving laws and observe driving conditions with the utmost care, including but not limited to wearing a seat belt.
- The employee must possess and maintain a valid California driver's license.
- All vehicles driven on SYCSD business must be properly registered with the California Department of Motor Vehicles.
- The employee must provide authorization for SYCSD to access the employee's driver license record through the DMV Employer Pull Notice Program.
- Employees who have their driver's license suspended or revoked are required to report these conditions to their supervisor promptly.
- Car rentals may be provided by the SYCSD in-lieu of paying the employee for the use on their personal vehicle.
- SYCSD accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on SYCSD business under any circumstances. All liabilities created by any citation will be the responsibility of employees who receive them.

Q. Accident Reporting

Employees who are involved in an accident in the course of using any vehicle on SYCSD business are expected to adhere to the following procedure:

1. Do not argue, do not admit liability, and do not make a statement to anyone except the police, their manager, or other appropriate SYCSD management.
2. Obtain the names and addresses of:
 - a. Owner of other vehicle(s).
 - b. Insurance Carrier of the other driver(s).
 - c. Witnesses.
 - d. Injured person(s).
 - e. Other driver(s), including the number of and state issuing the driver's license.
3. Note these items:
 - a. Speed of each vehicle with its direction of travel.
 - b. Signal given by each driver, if any.
 - c. Time of accident.
 - d. Any mechanical aspect of the other vehicle, which may have caused the accident (e.g., no brake lights, etc.).
 - e. Promptly report to General Manager.

Section III – Payroll Administration

A. Time Sheet

It is the responsibility of each employee to keep an accurate time sheet. The employee must sign their time sheet and it must be approved by the Operations Supervisor or the General Manager. Time sheets are the property of the SYCSD and must not be removed from their appropriate storage place at the SYCSD's offices. Any modifications or alterations on an employee's time sheet must be initialed by the employee's supervisor. Falsifying a time sheet may result in termination.

B. Overtime Calculations

Time off for any reason will not be deemed hours worked for purposes of overtime calculation. Overtime will be paid at the rate of one and one-half times the employee's regular hourly rate for every hour in excess of forty (40) hours in the work week.

C. Overtime Authorization

All overtime worked by employees, must be authorized in advance by the employee's supervisor or General Manager, except for emergency call-outs and for weekend rounds. Non-approved overtime will be paid, but may subject the employee to disciplinary action.

D. Compensatory Time Off

All compensatory time off must be pre-approved by the supervisor or General Manager. Compensatory time may not accrue over forty (40) hours. Compensatory time is to be calculated at the rate of one and one-half times the overtime hours worked. Proper coverage of the SYCSD must be met to take compensatory time off.

E. Payday

Employees of the SYCSD are presently paid on a biweekly basis. Employees will be paid on the Wednesday following the end of each pay period.

F. On-Call/Stand-By Duty

1. On call/standby duty is an assignment of responsibility to respond rapidly to emergency calls after regular work hours on holidays and on weekends.

2. Duty assignments normally will be of a two week duration. If called out after hours, the employee will be paid for a two hour minimum. The Supervisor will establish the duty stand-by schedule on a rotating basis among qualified employees. Employees assigned to duty may be granted exchanges of duty for justifiable reasons. Notification of change may be provided in advance to accommodate such changes.

3. Employees assigned to stand-by duty will be those that have been specifically trained and have demonstrated their ability to perform

tasks required. Duty employees are required to reside within thirty (30) minutes response time to respond to emergency call-outs.

4. Stand-by pay will be \$1.00 per hour for the hours on stand-by duty (sixteen hours per day and twenty-two hours on a holiday), over and above the employee's regular hourly rate for the time period worked.

G. Pay Advances

SYCSD does not allow pay advances on either earned or scheduled but not yet worked hours. Employees are therefore not eligible to receive manually processed paychecks for hours worked through an existing pay period in advance of SYCSD's normal payday regardless of the reason for such request.

Section IV – Employee Relations

A. Standards of Conduct

The following examples are given in order to provide you some guidance concerning unacceptable behavior. If the SYCSD chooses to correct an employee who engages in unacceptable behavior, the employee may be subject to corrective action up to and including termination. Please note that it is impossible to provide an exhaustive list of behaviors that are not acceptable. The following is therefore intended to simply provide some examples:

- Unsatisfactory performance.
- Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors.
- Unavailability for work, i.e. absenteeism or tardiness.
- Irregular attendance.
- Misuse of the District's money.
- Conducting personal activities during working hours.
- Any action indicating a disrespect or disregard for the SYCSD, its vendors, suppliers or clients.

- Release of confidential information about the SYCSD or its customers.
 - Falsification of forms, records, or reports including, but not limited to, time sheets, employment application, and customer records.
 - Possessing or bringing firearms, weapons, alcohol, illegal drugs or chemicals on or to the SYCSD's property.
 - Insubordination, refusing to follow the General Manager or Supervisor's directions, or other disrespectful conduct toward a Board Member, customer, or fellow employee.
 - Unauthorized possession or removal of property, records, or other materials that do not belong to you.
 - Smoking in restricted areas.
 - Destroying or willfully damaging the SYCSD's or another employee's property, records, or other materials.
 - Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
-
- Leaving the SYCSD's property without approval prior to the end of a scheduled workday.
 - Conduct inconsistent with the District's anti-harassment policies and/or nondiscrimination policies.
 - Giving false or misleading information during the application and/or selection process.
 - Failure to report involvement in an accident occurring on the SYCSD's premises, or involving the SYCSD's equipment, or giving false information in accident or insurance reports.
 - Willful failure to report to the General Manager or Supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment.
 - Unauthorized opening of, or tampering with, locks in desks, doors, cabinets, etc., or authorized use of or duplication of keys.
 - Reporting to work under the influence of illegal drugs and/or alcohol.
 - Threatening or intimidating other employees or supervisor.
 - Behavior unbecoming a SYCSD employee; that behavior or action which would adversely prejudice public opinion of the SYCSD.

- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture or confiscation by any court of law or by the California Division of Motor Vehicles. This rule applies only to those employees who must maintain such a license as a condition of their employment.
- Installing unauthorized software on the SYCSD's computer system.
- Misuse of electronic systems (email, internet, fax) as defined in the SYCSD's policy on electronic communications.
- Inability to maintain cordial and professional relationships with co-workers, members', staff, vendors, and/or Board Members.

B. Disciplinary Measurers

The corrective process may take the form of one of the following depending on the severity of the offense (1) an informal discussion, (2) written reprimand, (3) suspension without pay, or (4) termination of employment. The SYCSD also reserves the right at any time to impose discipline, up to and including termination, should it determine that circumstances warrant such action.

C. Disciplinary Review Process

At-Will employees, Introductory employees, and Temporary employees may be discharged at any time, with or without cause, and the policies in this "Disciplinary Review Process" do not apply to such employees. For all other Regular Employees, the following review procedures shall apply.

1. Suspension, Demotion, Reduction in Pay. In matters regarding suspension without pay in excess of five (5) business days, demotion and/or reduction in pay, an employee shall be notified of the District's intent and shall be given the opportunity to meet with the General Manager to discuss the suspension, demotion or reduction in pay, prior to its effective date. The notice shall: (1) state the intended corrective action, the reason for the corrective action and the effective date of such action; (2) include a copy of the charges and materials upon which the corrective action is based; (3) state that the employee has the right to respond in writing before the effective date of the

action; and (4) state the employee's right to request a hearing regarding the disciplinary action after the action is taken. After conferring with the employee, the General Manager may uphold, reduce, or modify the recommended action. The employee shall receive written notification of the decision.

2. Termination. With respect to termination, prior to being terminated, the employee shall be notified in writing of the intent to terminate. The written notice shall: (1) explain that the District intends to terminate the employee, and describe the reasons for the termination and the proposed effective date of the termination; (2) include a copy of the charges and materials upon which the termination is based; (3) state that the employee has the right to request an appeal interview with the General Manager within five (5) days of receipt of the notice; and (4) state the employee's right to request a post-termination hearing concerning the termination. The District, at its discretion, may place the employee on a paid or unpaid administrative leave pending the appeal interview with the General Manager. After any requested review, the General Manager may elect to uphold the termination or reduce the disciplinary action. After the review process is completed, the General Manager will advise the employee, in writing, of the decision regarding termination. If the recommendation to terminate is upheld, the employee will be advised of his/her final date of employment. If the decision is not to terminate, the employee shall be reinstated.

3. Disciplinary Hearing Process. Employees who wish to request a formal hearing after being apprised of the District's intent to reduce their pay or to suspend, demote, or terminate them, must deliver written notice of their desire for a hearing to the General Manager before the later of (a) five (5) business days after the date the General Manager provides his/her response to the employee's review interview (if such an interview was timely requested in accordance with the procedures outlined under Paragraphs 1 or 2, above), or (b) seven (7) business days after the date the employee receives notice of the District's intent to reduce the employee's pay or to suspend, demote, or terminate the employee.

A. Hearing Body and Timing of Hearing

The hearing shall be held before and adjudicated by the District Board of Directors' Personnel Committee. The hearing shall be held within a reasonable period of time after receipt of the employee's request for hearing, and in any event, unless the parties otherwise agree, not later than twenty (20) business days after receipt of the employee's request for hearing.

B. Order of Hearing

1. The District's representative shall be permitted to make an opening statement.
2. The employee (or his/her representative) shall be permitted to make an opening statement.
3. The District shall present its evidence.
4. The employee (or his/her representative) shall present his/her evidence.
5. At the discretion of the Personnel Committee, the parties shall be permitted to offer closing statements.

C. Hearing Guidelines

1. The District shall arrange for the making of an audiotape or videotape of the hearing.
2. The employee or the District or both may arrange to have a court reporter present to record the hearing; provided, however, that if the court reporter's notes are transcribed, the other party shall be entitled to a copy of the transcript at cost.
3. The employee and the District may be represented by legal counsel or another person of their choice at the hearing.
4. Each party shall have the right to call and examine witnesses, to introduce evidence, to cross-examine

opposing witnesses on any matter covered in direct examination, to impeach any witness regardless of which party first called the witness to testify, and to rebut evidence introduced by the other.

5. All evidence shall be taken only on oath or affirmation.

6. The hearing need not be conducted in accordance with technical rules relating to evidence and witnesses, but shall be conducted in a manner most conducive to the determination of the truth. Any relevant evidence may be admitted if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rules that might make improper the admission of such evidence over objection in a court of law.

7. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence, but shall not be sufficient to support any finding unless it would be admissible over objections in a court of law.

8. Irrelevant evidence and unduly repetitious evidence may be excluded.

9. The Personnel Committee shall have the right to question either party after completion of their respective opening and closing statements, as well as any witness following the witness' testimony.

10. The employee (or his/her representative) may inspect all documents in possession of the District that are to be admitted into evidence at the hearing. Any documents that the District does not provide at the request of the employee or his representative seven (7) days prior to the hearing or sooner shall not be admissible at the hearing. The District (or its representative) may inspect all documents in possession of the employee (or

his/her representative) that are to be admitted into evidence at the hearing. Any documents that the employee (or his/her representative) does not provide at the request of the District or its representative seven (7) days prior to the hearing or sooner shall not be admissible at the hearing.

11. The hearing shall be closed. During the examination of witnesses, all other witnesses, other than the parties, shall be excluded from the hearing.

12. The Personnel Committee may, at any time prior to or during the hearing, grant a continuance for any reason it believes necessary to its reaching a fair and proper decision.

13. The District shall carry the burden of proving, based on the preponderance of the evidence, that the disciplinary action that is the subject of the hearing was merited. The Personnel Committee shall determine relevancy, weight and credibility of the evidence.

14. The Personnel Committee may adopt such additional rules for the hearing as it determines appropriate so long as they are consistent with these guidelines.

D. Employee Grievances Concerns

The SYCSD encourages those of you who may be experiencing work performance problems, employee-supervisory concerns, peer disturbances or other concerns to bring them to the attention of your respective Supervisor. If your Supervisor is involved in the situation or does not respond to the complaint in a reasonable length of time, you may report the concern to the General Manager.

The SYCSD defines a grievance as an expressed dissatisfaction by employees pertaining to conditions of their employment. This grievance procedure does not apply to disciplinary measures which

should be addressed using the Disciplinary Review Process policy set forth above.

1. Grievance Procedure

This policy shall apply to all employees in all classifications. The purpose of this policy is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction. This policy providing for supervisory, management and Board review, in progressive steps, is a safeguard against possible inequitable treatment. Every effort will be made to resolve the problem to achieve a satisfactory solution, and no employee will be penalized for presenting a grievance to a Supervisor, General Manager or to the Board of Directors. The SYCSD also reserves the right at any time to accelerate or streamline the grievance review process should it determine that circumstances warrant such action.

2. Grievance Procedure Steps

Level I Preliminary Informal Resolution: Any employee who believes he/she has a grievance shall present the evidence thereof in writing to his/her immediate Supervisor within five (5) working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The statement shall include the following:

- A. A concise statement of the grievance including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted.
- B. The circumstances involved.

The immediate Supervisor shall hold discussions and attempt to resolve the matter within three (3) working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate Supervisor.

Level II Board of Directors and/or Personnel Committee: In the event the grievant is not satisfied with the decision at Level I, the grievant may appeal the decision to the Board of Directors and/or the Personnel Committee within five (5) working days. The decision as to whether the grievance will be reviewed by the full Board or its Personnel Committee shall be made by the Board. A copy of the original grievance shall be supplied to the Board of Directors along with a clear, concise statement of the reasons for the appeal. The written grievance should also include the decision rendered by the immediate Supervisor.

The Board of Directors and/or the Personnel Committee as soon as possible at a regular meeting of the Board shall schedule a hearing to formally receive the written grievance and to hear evidence regarding the issue or issues. The employee may request an open hearing.

3. Basic Rules

If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance shall be considered resolved.

By agreement in writing by both parties, the parties may extend any and all time limitations of the grievance procedure.

A copy of all grievances initiated and their resulting decisions shall be placed in the employee's personnel file.

E. Attendance

The SYCSD relies on you to provide quality services to its customers. You must routinely interact with other staff members, vendors and the general public to effectively meet these objectives. Regular attendance is essential in providing these objectives and is an indicator of effective employee performance.

It is recognized that you will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow and

service which directly impacts the SYCSD's ability to meet its challenging goals.

The professionalism that you bring to your position and the SYCSD is valued and it is anticipated that you will manage your own good attendance.

The SYCSD intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your Supervisor who can discuss the impact of your attendance on the SYCSD's goals and your individual performance.

F. Addressing Attendance Problems

The SYCSD may utilize a system of progressive discipline, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism or tardiness. If the number of absences or tardy arrivals within any period of time regardless of the reason is unexcused, you may be subject to corrective action, at the discretion of the SYCSD, to make you aware of problems and to create an action plan to resolve issues. The SYCSD also reserves the right at any time to terminate an employee for unacceptable levels of absenteeism or tardiness.

G. Payroll Deductions

State and Federal laws require the SYCSD to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed. Required deductions include Federal Income Tax, FICA "Medicare Only" contribution, State Income Tax, and a minimum of 6.2% of the employee's gross wages must be contributed to a 457 Plan in-lieu of the employee contribution to social security.

H. Changing Your Employee Information

Your current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible. You are solely responsible to notify the Secretary

to the Board of changes in your personal status including, but not limited to:

- A. Name and/or marital status
- B. Address and/or telephone number
- C. Number of eligible family members
- D. Tax payroll deductions
- E. Emergency contact information
- F. Changes to deferred compensation

I. Drug And Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, and controlled substances as it affects the workplace. Use of these substance, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes potential for danger to the welfare and safety of other employees and exposes the company to the risks of property loss or damage, or injury to other persons. The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and employees should check with their physicians regarding such matters and contact their Supervisor or the General Manager regarding any temporary accommodations that might be appropriate.

In this connection, the unlawful manufacture, distribution, dispensation, possession, purchase, sale, or use of an illegal drug or controlled substance in the workplace, or while engaged in District business on or off the District's premises, is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of management it impairs an employee's ability to perform on the job or threatens the reputation and integrity of the District.

Violation of these rules and standards of conduct will not be tolerated. The District may also bring the matter to the attention of the appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their

personal property, and to implement other measures necessary to deter and detect abuse of this policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination.

J. Reasonable Suspicion Testing

Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. Reasonable Suspicion is a suspicion that is based on objective facts that would lead a reasonable person to suspect a violation of this policy. Examples may include, observed characteristics of an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is reasonable in light of other surrounding circumstances. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or returning to SYCSD employment.

K. Outside Relations/Media Contact

You are not permitted to give or report any information about the Board Members, another SYCSD employee, outside vendor, client or consultant to anyone outside of the SYCSD. You should forward any such request, whether verbal or written to your Supervisor for handling.

L. Policy Against Harassment

The District is committed to providing a work environment that is free of unlawful harassment. In keeping with this commitment, the District

strictly prohibits harassment of any type against an individual on the basis of pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, gender identity, or expression, or any other basis protected by applicable federal, state or local law, ordinance or regulation. It also prohibits unlawful harassment based on the perception that anyone has any of those protected characteristics, or is associated with a person who has or is perceived as having any of those protected characteristics. The District will not tolerate any illegal harassment of employees by managers, supervisors, or co-workers. The District also will not tolerate any harassment of, or by, independent contractors or other non-employees with whom the District has a business relationship (such as vendors or customers). All such harassment is unlawful, and those found to have violated this policy may be held individually liable for their actions. The District also strictly prohibits retaliating against any employee who has complained of unlawful harassment or supported such a compliant.

Harassment includes verbal, visual or physical conduct related to a protected characteristic that creates an intimidating, offensive or hostile work environment that interferes with work performance. It includes, but is not limited to, unwelcome advances, requests for sexual favors, or verbal, visual or physical conduct such as slurs, jokes, gestures, name-calling, posting of offensive pictures, suggestive comments, lewd talk, or obstructing an employee based upon any of the protected characteristics listed above. Such conduct constitutes harassment when submission to the conduct (a) is made either explicitly or implicitly a term or condition of employment, (b) becomes a basis for a decision concerning an individual's employment, or (c) unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Complaint Procedure:

Employees who believe they have been unlawfully harassed should immediately report the incident to the General Manager. If the alleged unlawful harassment concerns the General Manager, the compliant should be registered with the District's Board President. (you may also report harassment to the California Department of Fair

Employment & Housing or the federal Equal Employment Opportunity Commission, contact information for which can be found in the phonebook). Supervisors will refer all harassment complaints to the General Manager. Please understand that the District has a legal obligation to investigate claims of unlawful harassment. However, the District will consider your concerns to be highly confidential, and in the course of conducting its review will discuss your concerns only with those whom the District determines necessary in order to conduct a proper investigation and achieve an effective resolution. Further, as mentioned above, the District will not tolerate any retaliation against you or any person who registers a complaint of illegal harassment or supports a co-worker's complaint. If a complaint is found to have merit, the District will take corrective action it determines appropriate to ensure that the improper conduct ceases, including disciplining or discharging any individual who is believed to have violated this prohibition against harassment.

M. Notice of Intent to Resign Employment

If you intend to voluntarily terminate your employment for any reason or at any time, a two-week notice would be appreciated in order for the SYCSD to properly reschedule the workflow.

N. Employee Reference Checks

Should you receive a request for a reference, you must refer the request to the General Manager for handling. You may not issue a reference to any current or former employee without the permission of the General Manager.

Under no circumstances should you release any information about any current or former SYCSD employee over the telephone. All telephone inquiries regarding any current or former employee of the SYCSD must be referred to the General Manager.

In response to an outside request for information regarding a current or former SYCSD employee, the General Manager will generally limit his/her response to verifying an employee's dates of employment, and positions held.

O. Off-Duty Conduct

While the SYCSD does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the SYCSD's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect the SYCSD's or their own integrity, reputation or credibility. Conduct on the part of an employee that adversely affects the SYCSD's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by the SYCSD, employees are expected to devote their energies to their jobs with the SYCSD. The following types of outside employment are strongly discouraged:

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with the SYCSD
- Employment that impairs or has a detrimental effect on the employee's work performance with the SYCSD;
- Employment that requires the employee to conduct work or related activities on the SYCSD's property during the SYCSD's working hours or using the SYCSD's facilities and/or equipment;
- Employees who wish to engage in outside employment that may create a conflict of interest or the appearance of a conflict of interest, must submit a written request to their Supervisor explaining the details of the outside employment. If the outside employment is authorized, the SYCSD assumes no responsibility for the outside employment. The SYCSD shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

P. Security and Confidentiality

It is the policy of the SYCSD to maintain strict control over entrance to the premises, access to work locations and records, computer information, and cash or other items of monetary value. Employees who are assigned keys, given special access, or assigned job responsibilities in connection with safety, security, or confidentiality of such records, materials, equipment, or items of monetary or business value, will be required to use sound judgment and discretion in carrying out their duties, and will be held accountable for any wrongdoing or acts of indiscretion, malice or terrorism.

Q. Gifts, Entertainment or Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with who or with which SYCSD has, or is likely to have, business dealings. Similarly, employees must not accept any other preferential treatment under these circumstances because their position with SYCSD might be inclined to, or be perceived to, place them under obligation.

R. Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every person. Never regard a person's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications – responding promptly and courteously to all proper requests for information and to all complaints.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help, find someone who can. All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the General Manager should be called immediately. Never argue. If a problem develops or if the person remains dissatisfied, ask the General Manager to assist in a resolution.

Section V – Employee Benefits

A. Introduction

The SYCSD has developed a competitive set of employee benefits to supplement your regular wages. The SYCSD is continually investigating opportunities to improve its benefits as budget limitations permit. The SYCSD reserves the right to modify, change or revoke any of the discretionary benefit arrangements described below at any time, in its sole discretion. When circumstances permit, the SYCSD will make every effort to provide advance notice of its decision to modify, change or revoke discretionary benefits. The following is only a brief outline of benefits; please refer to your summary plan description booklets or to official plan documents for more specific information.

B. Holidays

Holidays to be observed, are as follows:

- New Year's Day January 1
- Martin Luther King Jr. Day 3rd Monday in January
- President's Day 3rd Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1st Monday in September
- Columbus Day 2nd Monday in October
- Veterans Day November 11
- Thanksgiving Day 3rd Thursday in November
- Friday After Thanksgiving 3rd Friday in November
- Christmas Day December 25
- Floating Holiday

If one of the holidays fall on a Sunday, the SYCSD shall observe the following Monday as a holiday. If one of the holidays fall on a Saturday, the District will observe the preceding Friday as a holiday.

One (1) floating holiday per fiscal year to be taken at the employee's discretion upon prior approval by the General Manager. The floating holiday cannot be carried over to the following fiscal year, and must be used in the current fiscal year or it will be lost.

In the discretion of the General Manager, employees may be required to work on days otherwise designated as holidays. If an employee is required to work on a holiday, the employee will be paid one and one-half their regular rate of pay for hours worked on a designated holiday. In the event an employee chooses to take another day as a paid holiday, the scheduling of such alternative holiday shall be subject to the discretion of the General Manager.

An employee who is on a scheduled vacation when a paid holiday occurs shall be eligible for holiday pay. An employee on any leave of absence is not eligible for holiday pay.

C. Vacation Time

Full-time/non-exempt employees accrue vacation days based upon the number of years of completed service according to the following formula:

<u>Completed Years Of Service</u>	<u>Vacation Days Earned Per Year</u>	<u>Vacation Hours Earned Per Month</u>
0-5 years	10	6.67
5-10 years	15	10.00
10 + years	20	13.33

Full-time/exempt employees accrue vacation days based upon the number of years of completed service according to the following formula:

<u>Completed Years Of Service</u>	<u>Vacation Days Earned Per Year</u>	<u>Vacation Hours Earned Per Month</u>
0-5 years	15	10.00
5 + years	20	13.33

Vacation days may accrue up to, but no more than, twice the applicable annual vacation budget. For instance a *non-exempt* employee with 3 years of service who is entitled to 10 days of paid vacation per year can accrue up to 20 days of paid vacation, whereas a *non-exempt* employee with 7 years of service, who is entitled to 15 days of paid vacation per year may accrue 30 days of paid vacation. Once an employee has accrued the maximum number of hours of vacation time, additional vacation time will not accrue until some portion of the maximum accrued hours already accrued has been used. Additional rules on vacation pay are set forth below:

- Employees do not accrue any vacation time while on leaves of absence of any kind.
- Employees are expected to take at least one week of vacation per year.
- Employees are encouraged to take vacation in blocks of at least five days.
- Scheduling of vacation is subject to the discretion of the General Manager.
- Unused vacation time will be paid out upon termination.

- Vacation time may not be taken before it is accrued.
- Pay in lieu of vacation will not be granted.

D. Sick Leave

Employees who work a full-time schedule of a least 40 hours per week are eligible to earn paid sick leave. Employees shall accrue 12 days of sick leave per year, which is accrued at the rate of eight (8) hours per calendar month.

Sick leave may only be used (1) if the employee is medically unable to work, or (2) if the employee has an appointment with a medical care provider. Additionally, up to sick (6) days of sick leave per year may be used if the employee must provide necessary care to an immediate family member (spouse, parent, child, or registered domestic partner) or is needed to accompany the immediate family member to an appointment with a medical care provider. In all cases, the District may require documentation from a medical care provider of the need for the sick leave. Whether documentation is required in a specific case is within the discretion of the General Manager. Sick leave may also be coordinated with workers' compensation or State Disability insurance payments when employees are on otherwise approved medical leaves such that the combined amount is equal to the employee's regular rate of pay.

In order to use sick leave for the employee's own sickness or for the necessary care of an immediate family member, the employee must call a supervisor no later than one half hour after the start of the employee's scheduled shift, unless emergency circumstances prevent such notice. In case of sick leave used for appointments with medical providers, the employee is required to provide reasonable advance notice and leave may be denied, in the discretion of the General Manager, if such advance notice is not provided.

Sick leave earned but not used in a year may be carried over to the following year, provided, however, that at the end of each calendar year any unused sick leave in excess of 192 hours will be credited to the employee's retirement account.

- Employees do not accrue any sick leave while on leaves of absence of any kind.
- Unused sick leave will not be paid out upon termination.
- Sick leave may not be taken before it is accrued.
- Pay in lieu of sick leave will not be granted.

E. Section 125 Plan/ Health and Dental Insurance

The SYCSD presently pays each full-time employee one thousand dollars (\$1,000) per month to purchase group health and dental insurance through a Section 125 Plan which is a pre-tax benefit. Under the current plan provisions, the Section 125 Plan payment will increase by CPI each fiscal year.

F. Retirement Benefits

The SYCSD does not participate in Social Security, but in lieu, presently pays 7.65% of each full-time employee's salary into a 401a account. Each full-time employee is also currently required to contribute into a 457 Retirement Plan at a minimum of 6.2% of their gross salary. Employees should refer to each plan document for more details. The SYCSD presently contributes 6.2% of each employee's wages, excluding overtime, comp time, and standby time into the 457 Plan.

G. Workers' Compensation Program

The SYCSD provides workers compensation coverage. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of your hospitalization or after the third day following the injury if your are not hospitalized.

If you are injured while working, you must immediately report such injuries to your Supervisor, regardless of how minor the injury might be. If you have any questions regarding this workers compensation coverage, you should contact the General Manager.

H. Disability Insurance

Each employee contributes through payroll to California's state disability insurance program. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the District.

I. Uniforms

The SYCSD supplies to each field employee pants, shirts and steel toe boots. It is expected that each field employee will come to work each day in the uniform provided.

J. Educational Assistance

Recognizing the mutual benefits derived from personal growth and increased work competence, it is the policy of the SYCSD to provide financial assistance to employees interested in furthering their formal education. To be eligible, an employee must submit a written request for approval. All requests must be approved in advance by the General Manager. Courses must relate to the employee's job assignment or be job oriented, and must be offered by a qualified training institution. The cost of tuition, required enrollment costs, textbooks and examination fees will be reimbursed only after completion of the class with a passing grade.

K. Jury and Witness Duty

You should immediately notify your Supervisor or the General Manager if you receive a notice for jury duty. If you are summoned for jury duty, you will be paid the difference between jury duty pay and your regular hourly rate for up to a maximum of ten working days per year. If required by law to appear in court as a witness, you may be given paid time off up to a maximum of 32 hours for such purpose, provided that you provide the District with reasonable advance notice and proof of such court order. Additional time spent on a jury or on witness duty will be unpaid. However, in accordance with applicable

wage and hour laws, the salary of exempt employees will not be reduced for any week in which an exempt employee continues to work some portion of a week while on jury duty leave.

L. General Discussion Concerning Leaves

Each request for an unpaid leave of absence, should be submitted in writing. A summary of the rules and restrictions applicable to leaves of absence is provided below:

- Unpaid status: All leaves of absence are provided on an unpaid basis.
- Returning From Leave of Absence: When you are placed on pregnancy disability leave, military leave, or other statutorily protected leave of absence, the SYCSD guarantees reinstatement to the same or similar job with the same or similar duties and pay unless it would substantially undermine the SYCSD's authority to operate safely and efficiently.
- Additionally, the SYCSD will attempt to reasonably accommodate employees who may need additional medical leave, temporary part-time schedules or other work modifications in order to perform the key duties of their positions.
- Vacation and Sick Leave Benefits: The period that you are on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits, such as vacation and sick leave benefits. When you return from a leave of absence, the eligibility and accrual dates will be adjusted forward to reflect the period of the leave.
- Misrepresentations: Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.

M. Pregnancy Disability Leave

Employees who are disabled due to pregnancy, childbirth, or related medical conditions are eligible to take a Pregnancy Disability Leave at any time after their date of hire. If you would like to request a

California Pregnancy Disability Leave of absence, please follow the procedures outlined at the end of this policy.

Employees temporarily disabled due to pregnancy, childbirth, or related medical conditions are entitled to take up to four months off (i.e., the number of days/hours they would normally work in a four-month period). Pregnancy Disability Leave may be taken intermittently or on a reduced schedule basis when deemed to be medically advisable by your health care provider. All pregnancy disability absences associated with a particular pregnancy (time off for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, recovery from childbirth, etc.) will be considered part of the same Pregnancy Disability Leave.

Pregnancy Disability Leaves are granted on a non-paid basis. However, should you so desire, you may utilize your accrued sick pay and vacation pay to continue your pay during your leave. You may also be eligible for State Disability Insurance benefits. If you do receive SDI benefits, then your use of sick pay and/or vacation pay may be coordinated with your SDI benefits so that your combined receipt of SDI benefits and paid time off approximates the pay you would receive were you not on leave.

While you are on a Pregnancy Disability Leave, the District will maintain your group health insurance benefits on the same terms and conditions as if you were actively working. Employees out on unpaid Pregnancy Disability Leave generally do not accrue paid sick pay or paid vacation or holiday pay.

In lieu of a leave of absence, if you are disabled due to pregnancy, childbirth or related medical conditions you may, when medically necessary, request a transfer to a less strenuous or hazardous position. If there is an open vacant position and such a transfer can be reasonably accommodated, then you will be transferred for the duration of your pregnancy, or for such period of time as your health care provider recommends, provided that you submit a written request for such transfer and, in addition, furnish a doctor's written certification attesting that the transfer request is upon the doctor's advice. Upon such a transfer, you will receive the salary and benefits

that are regularly provided to employees in the position to which you have been transferred.

The District will also consider requests for reasonable accommodations other than leaves or transfers for conditions related to pregnancy, childbirth or related medical conditions. A certificate should accompany such requests for other reasonable accommodations from a health care provider verifying that the request for accommodation is being made with the advice of such health care provider.

N. Medical Leave For Non-Occupational Disabilities

Because the District has less than 50 employees, it is not subject to the Family and Medical Leave Act or the California Family Rights Act. Medical leave for non-occupational disabilities is provided on a case-by-case basis within the discretion of the District.

Employees will be entitled to take up to four workweeks off in any rolling 12-month period (measured backward from the date their leave is to commence) in order to recover from temporary disabilities other than those associated with pregnancy, childbirth and related medical conditions. **If you suffer a work-related injury and go out on an occupational disability/Workers' Compensation leave of absence, or if you go out on a Pregnancy Disability Leave, then your time away from work will constitute and run concurrent with the leave available to you under this Medical Leave policy. Medical Leave under this policy must be taken in minimum increments of one week.**

Medical Leaves under this policy are granted on a non-paid basis. You will be required to use any accrued vacation pay and/or sick leave to maintain your compensation during your leave (except in cases of leaves that also qualify as Pregnancy Disability Leaves under the "Pregnancy Disability Leaves of Absence" policy above, for which employees may use, but are not required to use, accrued vacation time). You may be eligible for State Disability Insurance or Workers' Compensation temporary disability benefits.

If you are eligible for coverage under our group health insurance plan, then the District will continue paying for your group health benefits during your Medical Leave on the same terms and conditions of coverage that would prevail had you not gone on leave. You will need to make arrangements to continue paying your share of premiums during your leave.

Employees out on Medical Leaves under this policy will not accrue vacation pay or sick pay or holiday pay.

Employees who remain disabled and unable to work after exhausting their leave under this policy may request that the District grant further leave as a reasonable accommodation of their disability. Such requests will be considered and addressed on an individualized basis.

O. Procedures for Requesting PDL or Medical Leave

If you want to take a Pregnancy Disability or a Medical Leave, then you should notify the General Manager as soon as you know of your need for such leave. If the need for your Pregnancy Disability or Medical Leave is foreseeable (for example, if you know you are going to need a leave of absence because of the expected birth of a child or planned medical treatment, you should provide the District with at least 30 days' notice before your leave is to begin of your intention to take a Leave. Notwithstanding the foregoing, if the birth of your child, or the date of your medical treatment requires your leave to begin in less than 30 days, you will be entitled to take a Leave, but you should still provide us with as much notice as is practicable. If you are required to take a Pregnancy Disability or Medical Leave and the need for such leave is foreseeable, then you should make every reasonable effort to schedule your leave or your treatment so as to minimize the disruption of our operations.

If you wish to take a Pregnancy Disability or Medical Leave then we may require you to furnish a doctor's certificate specifying (a) the date, if known, on which your temporary disability commenced, (b) the probable duration of your leave, and a statement from your physician that you are unable to perform any one or more of the essential functions of your position If you request intermittent leave or

leave on a reduced-time schedule, then we may also ask you to provide certification of the medical necessity for such leave and its expected duration. Failure to provide this medical certification may result in the delay and/or cancellation of your leave and termination of employment due to unexcused absence.

In order to be reinstated at the end of a Pregnancy Disability Leave or Medical Leave, you must provide a doctor's certificate verifying that you are able to safely and efficiently perform the essential functions of your job, or can do so with reasonable accommodation. Failure to provide such medical certification may result in the delay of your reinstatement and/or the termination of your employment.

P. Military Leave

The SYCSD will comply with all applicable provisions of the Uniformed Services Employment and Reemployment Rights Act and any applicable state law regarding accommodation of and reemployment following military leaves of absence.

Q. Exempt Status

Employees who are designated as “exempt” from overtime laws do not receive any compensation for overtime work. However, exempt employees are authorized, subject to approval of the General Manager, to take reasonable time off for personal use during normal working hours without loss of compensation. However, exempt employees are expected to work whatever time is required to perform the duties of their position.

Positions currently designated by the District as exempt are: General Manager and Secretary/Treasurer.

R. Administrative Leave

The General Manager is entitled to forty (40) hours of administrative leave per calendar year. The leave may not be carried at the end of each calendar year and cannot be cashed out. Administrative Leave will not accrue until the employee has completed their six (6) month probation period, and will be prorated to the end of the calendar year.

Section VI – Safety

A. Illness and Injury Prevention Program

Program Goal and Outline: The goal of the SYCSD is to provide safe and healthful working conditions for all of its employees. Therefore, The SYCSD will maintain a safety and health program conforming to the best practices of agencies of this type. The individual with principal authority and responsibility for implementing and administering the SYCSD's Safety and Health Program is Bobbie Martin, the Safety Director. The SYCSD's safety and health program will include:

- Providing mechanical and physical safeguards.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control

- safety and health hazards, and to comply fully with the safety and health standards and law for every job.
- Training all employees in good safety and health practices.
 - Providing necessary personal protective equipment, and instructions for use and care.
 - Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
 - Investigating promptly and thoroughly, every accident to determine its cause and correct the problem so it will not happen again.
 - Developing a system of recognition and awards for outstanding safety service and/or performance.

Program Responsibilities: Although the SYCSD recognizes that the responsibility for safety and health is shared, the General Manager shall be responsible and have full authority for implementing this policy and the SYCSD's Injury and Illness Prevention Program.

- The SYCSD accepts responsibility for leadership of the safety and health program, for its effectiveness and improvements, and for providing the safeguards required to ensure safe conditions.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties. Any employee found not practicing safety while performing their duties will be subject to discipline.

Program Compliance: Management of SYCSD is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules in a uniform manner.

- All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

- The SYCSD's system of ensuring that all employees comply with the rules and this program and maintain a safe work environment include: (a) informing employees of the provisions of the SYCSD's IIPP, (b) evaluating the safety performance of all employees, (c) recognizing employees who perform safe and healthful work practices, (d) providing training to employees whose safety performance is deficient, and (e) disciplining employees for failure to comply with safe and healthful work practices.

Injury and Illness Prevention Records: As a special district, the SYCSD is not required to maintain written records of steps taken to implement and maintain its Injury and Illness Prevention Program.

Program Communication System: Written communications to employees shall be in a language they can understand. If an employee cannot read in any language, said communication shall be made orally in a language he/she can readily understand.

- The SYCSD's Code of Safe Practices, below, shall be posted at a conspicuous location in the District's maintenance office, and shall be provided to each supervisory employee who shall keep it readily available.
- General employee meetings shall be conducted at which safety is freely and openly discussed by those present. Discussions at these meetings may include:
 1. Occupational accident and injury history within the SYCSD, with possible comparisons to other similar agencies.
 2. Feedback from employees.
 3. Guest speakers from the District's workers' compensation insurance carrier or other agencies concerned with safety.
- Training programs shall be conducted when new equipment, machinery or tools are purchased and represent a new hazard. Employees shall be instructed in the safe operation of said equipment, machinery or tools.
- New employees shall be trained by their supervisor in the safe operation of the equipment, machinery and tools with which

they will be working prior to being allowed to work independently.

- Posters and bulletins relating to and encouraging safe and healthy practices shall be posted on a rotational basis at a conspicuous location in the District's maintenance office.
- Publications devoted to safety shall be distributed to employees. This policy shall also be distributed to all employees upon its adoption, to all new employees at the time of hiring, and annually thereafter.
- A safety suggestion box shall be maintained where employees, anonymously if desired, can communicate their concerns with the General Manager.

Hazard Assessment and Control: Periodic safety inspections shall be conducted to identify and evaluate existing hazards in the workplace; conditions, equipment and procedures which could be potentially hazardous; and unsafe work practices.

- Those conducting inspections will observe if safe work practices are being followed and will ensure that unsafe conditions or procedures are identified and corrected properly.
- Safety inspections will be conducted: (a) when the District initially implements this program, (b) when new substances, processes, procedures or equipment which present potential new hazards are introduced into the work place, (c) when new, previously unidentified hazards are recognized, (d) when occupational injuries and illnesses occur, (e) when the District hires and/or reassigns permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted, and (f) whenever work place conditions warrant an inspection.

Hazard Correction: Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures: (a) when observed or discovered, and (b) when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed workers from the area except those necessary to

correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

Accident Exposure Investigation: All accidents shall be promptly investigated by the General Manager or his/her designee.

- Procedures for investigating work place accidents and hazardous substance exposures include: (a) visiting the accident scene as soon as possible, (b) interviewing injured workers and witnesses, (c) examining the work place for factors associated with the accident/exposure, (d) determining the cause of the accident/exposure, (e) taking corrective action to prevent the accident/exposure from recurring, and (f) recording the findings and corrective actions taken.

Training and Instruction: All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows: (a) when the IIPP is first established, (b) to all new employees, (c) to all employees given new job assignments for which training has not been previously provided, (d) whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard, (e) whenever the District is made aware of a new or previously unrecognized hazard, (f) to supervisors to familiarize them with safety and health hazards to which workers under their immediate direction and control may be exposed, and (g) to all employees with respect to hazards specific to each employee's job assignment.

- Workplace safety and health training practices include, but are not limited to, the following: (a) explanation of the District's IIPP, emergency plan action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices and injuries, (b) use of appropriate clothing, including gloves, footwear, and personal protective equipment, (c) information about chemical hazards to which employees could be exposed and other hazard communication program information, (d) availability of toilet, hand-washing and drinking water facilities, (e) provisions for medical services and first aid including emergency procedures.

- In addition, the District provides specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

Code of Safe Practices:

- All employees shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the supervisor or general manager.
- Supervising employees shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as necessary to obtain observance.
- Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that conditions, and will be subject to the discipline specified in District policy.
- Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or other to injury.
- Employees shall not enter manholes, underground vaults, chambers or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or general manager. Employees shall be required to wear and utilize all protective equipment.
- Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.

- Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from the supervisor or other responsible managing employee.
- All injuries shall be reported promptly to the supervisor or general manager, so that arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect other from the falling objects.
- Employees shall cleanse thoroughly after handling hazardous or unhealthy substances, and follow special instructions from authorized sources.
- Work shall be arranged that employees are able to face a ladder and use both hands while climbing.
- Gasoline shall not be used for cleaning purposes.
- No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the supervisor or general manager.
- Any damage to scaffolds, false work, shoring or other supporting structures shall be immediately reported to the supervisor or general manager.

Use of Tools and Equipment:

- All tools and equipment shall be maintained in good condition.
- Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
- Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
- Only appropriate tools shall be used as substitute for other wrenches.
- Wrenches shall not be altered by the addition of handle-extensions or "cheaters."

- Files shall be equipped with handles and not used to punch or pry.
- Screwdrivers shall not be used as chisels.
- Wheelbarrows shall not be used with handles in an upright position.
- Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used for this purpose.
- In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

Machinery and Vehicles:

- Only authorized persons shall operate machinery or equipment.
- Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- Where appropriate, lock-out procedures shall be used.
- Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists shall fail.
- Air hoses shall not be disconnected at compressors until hose line has been bled.
- All excavation shall be visually inspected before backfilling, to ensure that it is safe to backfill.
- Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
- Tractors, backhoes and other similar equipment shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.

B. Workplace Violence

The safety and security of employees and customers are very important to the SYCSD. Threats, threatening behavior, acts of

violence, or any related conduct will not be tolerated. If carried out by District employees, it is a serious disciplinary issue. If coming from a customer or other member of the public, it is a serious matter that the District will respond to promptly with appropriate practical and legal steps.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on SYCSD property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence off SYCSD property, but directed at SYCSD employees while conducting business for the SYCSD, is also a violation of this policy and the District promptly will respond with practical and legal action.

Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy by an employee of the District will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a customer or other member of the public, the response may also include barring the person(s) from SYCSD property, termination of business relationships with that individual, and/or prosecution of the person(s). When appropriate the District will obtain a workplace temporary restraining order and permanent injunction in order to protect District employees who have been the subject of violent action or have received credible threats of violence.

Employees are responsible for notifying the General Manager of any threats, which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on SYCSD property or in connection with employment.

Each employee who receives a protective or restraining order that lists SYCSD premises as protected area is required to provide the General Manager with a copy.

Section VII – Staff Expense Reimbursement Guidelines

A. Credit Card Use

- SYCSD credit cards shall be used only for purchases and expenses that have been approved in advance by the General Manager.
- SYCSD credit cards shall not be used to pay for personal services provided by individuals (as distinguished from purchases of supplies, materials and equipment from vendors). Examples of personal services for which SYCSD credit cards may not be used include, but are not limited to, labor charges for auto repairs or charges for services provided by plumbers, electricians or construction contractors.
- SYCSD credit cards shall be used to conduct official District business only, including, but not limited to the following:
 1. gasoline purchases for District vehicles

2. authorized travel expenses and hotel charges, which shall subsequently be documented on a travel expense report.
 3. meals when required in connection with the conduct of official District business
 4. other circumstances when the use of a District credit card best meets the purchasing needs of the District, as determined in advance by the District's General Manager.
- All SYCSD credit cards are to remain at the District's office when not in use. Employees shall return District credit cards to the District office within 24 hours of completing the use thereof.
 - All receipts relating to credit card purchases shall be submitted at the time the credit card is returned to the District office.
 - No personal items shall be charged to any District credit card except those that are incidental to other charges made on the credit card for travel or meetings. Such incidental charges include, for example, movies charged to a hotel room that is paid for with a District credit card. In cases where a personal charge is made to a District credit card, such charges shall be reconciled and reimbursed to the District at the time the travel expense report is completed and turned in. Under no circumstances shall any personal items be charged to a District credit card as provided above.
 - Each employee using a District credit card agrees to sign a statement setting forth the employee's agreement that, in the event personal charges are not reimbursed to the District as provided herein, such personal charges may be deducted from the compensation otherwise payable by the District to the employee.
 - Failure to comply with the credit card policies, procedures and requirements set forth herein may result in the employee's loss of use of District credit cards.

B. Mileage

The mileage reimbursement rate to operate privately owned vehicles will be the allowable IRS rate in effect at the time the expense is incurred. The mileage distance should be calculated from your home

or the SYCSD's office. SYCSD may reimburse out-of-pocket expenses due to traffic accidents that occur while on District business if the employee is found not to be at fault. An example of a reimbursable expense is the employee's auto insurance deductible.

C. Meals

The following guidelines should be used for reimbursement of meals while traveling on SYCSD business. Special circumstances will be required to justify reimbursement for amounts above the following:

<u>Partial Day Travel</u>	<u>Full Day Travel</u>
Breakfast \$10.00	\$45.00/day
Lunch \$15.00	
Dinner \$20.00	

In order to be eligible for meal reimbursement, the following criteria must be met:

- For Breakfast: you must have started traveling prior to 7 a.m. or have stayed overnight.
- For Lunch: you must have started traveling prior to 11 a.m. or have stayed overnight. If the travel ends prior to noon, lunch expenses will not be eligible for reimbursement.
- For Dinner: you must have started traveling prior to 4 p.m. or have stayed overnight. If the travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

Section VIII – Around The Office

A. Dress Standards

While the SYCSD has no formal dress code, it is expected that you will dress in a manner consistent with good business practices. No one has a second chance at a first impression. In choosing appropriate work attire, and keeping in mind public contact, employees should dress in a way that is not distracting to other people and is appropriate to the nature of the job, and working conditions. Employees should always be neat and clean in appearance, dressed in reasonably conservative attire, and must avoid clothing or jewelry that could create a safety hazard. Visible piercings must be limited to earrings. Visible tattoos that may be offensive and extreme hair styles are prohibited.

- Business casual clothing (coats and ties for men, dress or pantsuit for women) is not required on a daily basis for all office staff; employees working in the field must wear safety-appropriate clothing that is clean and wrinkle-free.

- Professional clothing should be worn by office staff on days when professional contact is expected; employees will receive prior notice of such occasions.

B. Telephone Policy

Telephone lines are designed for incoming and outgoing business calls and not for personal phone calls. Employees are allowed to make or receive a limited number of short personal phone calls, but should endeavor to do so during their break times. This is an employee privileged that may be taken away, if abused or if such activity, or similar activity such as texting, is interfering with an employee's effective and efficient performance of his/her job duties.

C. Cell Phone Policy

Operators of the District who are required to be on-call will be issued cell phones. Cell phones are to be used for District business first, and then may be used for personal use on a limited basis. Cell phones for this type of use should be used after normal District hours, and should not exceed the District's minimum monthly cell phone plan. In the interest of the safety of our employees and other drivers, and in accordance with California Law, if your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Unless using a hands-free device, under no circumstances should employees place phone calls or send or read text messages while operating a motor vehicle while driving on District business and/or District time. Any citations for cell phone violations shall be the employee's responsibility. A two-way radio may be used if the device does not require that it be close to the ear.

D. Internet, E-Mail and Electronic Communications

The District has established this Internet, e-mail, and electronic communications policy in an effort to make certain that employees utilize electronic communications devices in a legal, ethical, and appropriate manner. We have devised this policy in a manner that addresses the District's legal responsibilities and concerns regarding the fair and proper use of all electronic communications devices within the organization.

1. Scope of Policy

This policy extends, by way of example only, to all features of the District's electronic communications systems, including computers, e-mails, connections to the Internet and World Wide Web and other internal or external networks, voicemail, video conferencing, facsimiles, and telephones. Any other form of electronic communication used by employees currently or in the future is also intended to be encompassed under this policy. Every employee of the District is subject to this policy and is expected to read, understand, and comply fully with its provisions.

2. Rules

It may not be possible to identify every standard and rule applicable to the use of electronic communications devices. Employees are therefore encouraged to utilize sound judgment whenever using any feature of the communications systems. In order to offer employees some guidance, the following principles and standards should be clearly understood and followed:

a. The District's policy against unlawful harassment, including sexual harassment, extends to the use of voicemail, computers, the Internet, and any component of the communications systems. In keeping with that policy, employees should not use any electronic communications device in a manner that would violate that policy. For example, employees may not communicate messages that would constitute sexual harassment, may not use sexually suggestive screen savers, and may not receive or transmit pornographic, obscene, or sexually offensive material or information.

b. The District's anti-discrimination policies extend to the use of the communications system. Any employee who uses any electronic communications device will therefore be subject to disciplinary action, including the possibility of termination, for use of such a device in any manner that violates the District's anti-discrimination policies or commitment to equal employment opportunity.

c. Employees may not use any electronic communications device for a purpose that is found to constitute, in the District's sole and absolute discretion, a commercial use that is not for the direct and immediate benefit of the District.

d. Employees may not use any electronic communications device in a manner that violates the trademark, copyright, or license rights of any other person, entity, or organization.

e. Employees may not use any electronic communications device in a manner that infringes upon the rights of other persons, entities or organizations to proprietary, confidential or trade secret information.

f. Employees may not use any electronic communications device for any purpose that is competitive, either directly or indirectly, to the interests of the District or for any purpose that creates an actual, potential or apparent conflict of interest with the District.

g. The District's policies against improper solicitations and distribution extend to the communications systems. Employees may not use any electronic communications device in a manner that violates the District's no solicitation rule.]

h. Employees should identify all communications as "privileged and confidential" or "attorney/client" privilege when it is accurate and appropriate to do so. In this manner, the District can assert any protections, privileges, and rights relating to communications if it becomes necessary to do so.

3. Access

The District must retain the right and ability to enforce this policy and to monitor compliance with its terms. While computers and other electronic devices are made accessible to employees to assist them to perform their jobs and to promote the District's interests, all such computers and electronic devices, whether used entirely or partially on the District's premises or with the aid of District equipment or resources, must remain fully accessible to the District

and, to the maximum extent permitted by law, will remain the sole and exclusive property of the District.

Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or stored in any electronic communications device owned, leased, or operated in whole or in part by or on behalf of the District. The District retains the right to gain access to any information received by, transmitted by, or stored in any such electronic communications device, by and through its agents, employees, or representatives, at any time, either with or without an employee's or third party's knowledge, consent or approval. Employees who are provided access to computers must advise the [their Supervisor or the General Manager], in writing, of any password they use to gain access to computers or the Internet as well as any changes to such password. Such notices must be made immediately.

4. Compliance is Essential

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use any electronic communications device will be subject to disciplinary action, up to and including the possibility of termination. Employees who have any questions regarding this policy should bring them to the immediate attention of the General Manager.

E. Smoke Free Workplace Policy

It is the policy of the SYCSD to maintain a smoke-free workplace in compliance with local, state and federal regulations. As such, the SYCSD will not intentionally permit, and no person shall engage in, the smoking of tobacco products in any enclosed space of District employment or in any area not authorized as a "designated smoking area." There is long term life health benefits associated with enforcement of this policy. The efforts of each employee are integral to the District's success in providing a smoke-free workplace.

1. Restrictions and Enforcement

- Smoking is not permitted in any District structures or in any District vehicles.
- Smoking will be permitted in designated outside areas during authorized break periods and before or after work hours. As an employee, it is your responsibility to smoke only in those outside areas that have been designated as a “smoking area.”
- The District may be subject to fines and penalties for failure to comply with regulatory provisions that govern smoking in the workplace. As such, employees will be required to adhere to this policy. Failure to do so may result in disciplinary action to the employee.

F. Security

Security is important to everyone. You are asked to not discuss the security of the SYCSD premises or services with any individual not employed by the SYCSD. Additionally, neither the SYCSD nor its insurance carriers take any liability for your personal belongings. You are encouraged to secure personal belongings to the best of your ability.

The building is secured with electronic keypad for access before and after hours. You will be given a confidential code, not to be shared with anyone.

Section IX – Leaving the SYCSD

A. Resignation

When you decide to leave for any reason, your supervisor or general manager would like an opportunity to discuss the resignation with you before final action is taken. It is requested that you provide the SYCSD with a written two-week advance notice.

B. Exit Interview

Whenever possible, exit interviews normally will be conducted for all separating employees. This interview allows employees to communicate their views on working at SYCSD as well as the job requirements, operations, and training needs of the position.

C. Final Paycheck

You will receive your final paycheck on the next regularly scheduled payday, or earlier if it is required by law. Unused vacation will be paid and calculated in accordance with the SYCSD's vacation policy.

D. Return of SYCSD Property

It is the responsibility of any separating employee to return all property issued to them by SYCSD. All such property, including any keys, laptop computers, cell phone, manual, documents, including digital files and records belonging to SYCSD, and other items that the employee may have in his/her possession, must be returned on or before the last day of work.

E. Continuation of Group Health Insurance (Cal-COBRA)

Cal-COBRA is a state law that requires most employers sponsoring group health plans to offer covered employees, the opportunity to continue group health coverage for themselves and their families at their own cost following a termination of employment, reduction in hours, or under other instances where coverage under then plan would otherwise end.

**Acknowledgement of Receipt of
Employee Handbook Agreement**

I hereby acknowledge receipt of the Employee Handbook for the Santa Ynez Community Services District. I understand that I am responsible for reading and understanding the SYCSD policies and rules set forth in the Employee Handbook for the Santa Ynez Community Services District and I agree to abide by them.

Employee Signature: _____ Date: _____