

EMPLOYEE HANDBOOK

October 2013

Table of Contents

1	Introduction	5
2	Personnel Policies/Right to Revise	6
3	At-Will Employment Status	6
4	Equal Employment Opportunity/Reasonable Accommodation	7
5	Anti-Harassment and Anti-Discrimination	7
6	Open Door	9
7	Drug & Alcohol	9
8	Business Conduct & Ethics	11
9	Personal Property	17
10	Property	17
11	Technology Usage Policy	17
12	Employee Classification	22
13	Working Hours, Timesheets & Pay Periods	23
14	Business Related Travel & Training	28
15	Working away from the Office	29
16	Time Off	30
17	Leaves of Absence	33
18	Salaries, Job Duties, Evaluations & Personnel Files	40
19	Employee Benefits	41
20	Separation Processes	43
21	Safety & Health	44
23	Vehicles & Equipment	45

[REDACTED]
Employee Handbook

Acknowledgement of Receipt

I have received my copy of the [REDACTED]'s Employee Handbook. I understand and acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the [REDACTED]. The [REDACTED] reserves the right to change my hours, wages, and/or terms and conditions of employment at any time in its sole discretion. I understand and acknowledge that other than the Executive Director, no supervisor or representative of the [REDACTED] has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, signed by them and me.

I understand and acknowledge that nothing in the Employee Handbook creates or is intended to create a contract, promise, or representation of continued employment and that employment at the [REDACTED] is employment at-will. Employment may be terminated at the will of either the [REDACTED] or me, with or without cause or advance notice. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the [REDACTED] [REDACTED] and myself concerning the duration of my employment and the circumstances under which my employment may be terminated.

Employee's signature _____

Employee's printed name _____

Date _____

[REDACTED]
Employee Handbook

**Acknowledgement of Receipt
(For Personnel File)**

I have received my copy of the [REDACTED] Employee Handbook. I understand and acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the manual.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the [REDACTED]. The [REDACTED] reserves the right to change my hours, wages, and/or terms and conditions of employment at any time in its sole discretion. I understand and acknowledge that other than the Executive Director, no supervisor or representative of the [REDACTED] has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing, signed by them and me.

I understand and acknowledge that nothing in the Employee Handbook creates or is intended to create a contract, promise, or representation of continued employment and that employment at the [REDACTED] is employment at-will. Employment may be terminated at the will of either the [REDACTED] or me, with or without cause or advance notice. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the [REDACTED] and myself concerning the duration of my employment and the circumstances under which my employment may be terminated.

Employee's signature _____

Employee's printed name _____

Date _____

1. Introduction

Purpose and Goal

The [REDACTED] (also referred to as "We" or "[REDACTED]") is a community benefit organization leading efforts to build the best urban forest for the [REDACTED] region. [REDACTED] works with community partners and volunteers to bring trees to every neighborhood, business district, park, school, and street. The goal of [REDACTED] is to support the planting of 5 million trees in the region. Achieving this goal is absolutely vital to improving our region's air quality, water quality, and energy efficiency; as well as the quality of life, health and well being of the region's neighborhoods and residents.

All of the programs and services of [REDACTED] are guided by a regional urban forest compact known as [REDACTED]. [REDACTED] is a regional initiative for municipalities to manage their public trees, develop and implement policies and ordinances to protect, preserve and plant trees, and build strong community partnerships. For a description of [REDACTED] programs and services, as well as the [REDACTED] Initiative, visit [www.\[REDACTED\].\[REDACTED\]](http://www.[REDACTED].[REDACTED]). For a current organizational chart, please ask your supervisor.

Core Values

Everyday adherence to our core values is essential to achieving our mission.

Community Health

We believe trees are essential contributors to a community's health and well-being.

Education and Engagement

We believe the best urban forest is planted, protected and cared for by people who are educated and engaged.

Partnership

We believe strong, strategic partnerships are key to our regional impact.

Science and Research

We believe science and evidenced-based research is the foundation for effective urban forest policies, planning, and management.

Organizational Health

We believe in a business ethic based on excellence, transparency, innovation, integrity, and sound management of people and resources.

Board of Directors

Members of the [REDACTED] Board of Directors are responsible for advancing the mission and strategic plan of [REDACTED], actively contributing to Board and Committee meetings, ensuring and contributing to the financial health of [REDACTED], building strategic partnerships, and acting as liaisons between the Board, [REDACTED] membership, and the greater [REDACTED] community. For a list of the Board of Directors, please ask your supervisor.

2. Personnel Policies/Right to Revise

This manual sets forth the personnel policies of [REDACTED] and shall apply to all its employees. It is provided to answer your questions and summarizes [REDACTED] policies, benefits and work rules and how they will affect you. It is important that you read this manual carefully and learn its contents.

- This Employee Handbook contains the employment policies and practices of [REDACTED] in effect at the time of publication. All previously issued Handbooks and any inconsistent policy statements or memoranda are superseded.
- [REDACTED] reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules, conditions of employment or benefits stated in this Handbook or in any other document, except for the policy of at-will employment.
- Employees will be notified in writing of any changes to the Handbook. No oral statements or representations can in any way alter the provisions of this Handbook.
- [REDACTED] expects that employees will use good judgment and act appropriately as representatives of [REDACTED]. This Handbook outlines the primary work expectations, but is not all inclusive. Violations of any Company policies, practices or procedures, whether or not detailed in this Handbook, may be grounds for disciplinary action, up to and including termination of employment. Employees are encouraged to ask if they need clarification on appropriate workplace behavior.

If you have any questions about policies and practices that are not answered by the manual, please feel free to ask your supervisor or the Executive Director.

Your Employment Rights Information

Local, state, and federally required postings regarding many of your employment rights and responsibilities are posted in the employee break room.

3. At-Will Employment Status

[REDACTED] hopes that it and every employee will find the employment relationship satisfying and rewarding in all respects. At the same time, we recognize that relationships are not always mutually satisfactory. Each [REDACTED] employee is employed on an at-will basis. This means that the employment relationship may be terminated by either [REDACTED] or the employee at any time with or without advance notice or cause. Nothing in this manual limits the at-will nature of employment.

Nothing in this manual or in any other personnel document, including benefit plan descriptions, creates or is intended to create a contract, promise, or representation of continued employment for any employee. Please understand that no supervisor or employee of [REDACTED] has any authority to enter into an agreement for employment with any employee for any specific period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director has the authority to make any such agreement, which will be binding only if it is in writing and signed by them and the employee.

4. Equal Employment Opportunity/Reasonable Accommodation

We are an equal opportunity employer and make employment decisions on the basis of merit. We want to have the best available person in every job. We prohibit unlawful discrimination based on race, color, sex, (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity or expression, religious creed, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws. We also prohibit unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless it would cause undue hardship to [REDACTED].

Anyone who believes he or she requires a reasonable accommodation to perform the essential functions of his/her job should contact his/her manager and Human Resources to request such an accommodation.

If you believe you have been subjected to conduct inconsistent with this policy, please follow the Complaint Procedure discussed in the Anti-Harassment and Anti-Discrimination Policy (below). [REDACTED] will promptly investigate and attempt to resolve the situation.

If [REDACTED] determines this policy has been violated, it will take prompt remedial action commensurate with the severity of the offense. Appropriate action also will be taken in an effort to deter any future violations of this policy.

[REDACTED] will not retaliate against you for bringing a good faith complaint and will not knowingly permit retaliation by management, employees, or your co-workers. If you believe that you are being retaliated against, you should immediately notify your supervisor or the Executive Director.

5. Anti-Harassment and Anti-Discrimination

All of [REDACTED] employees, applicants, and independent contractors (“workers”) must be treated with respect and dignity. [REDACTED] is committed to providing an atmosphere free of harassment and discrimination based on such factors as race, color, sex, (including pregnancy, childbirth, breastfeeding or related medical conditions), gender identity or expression, religious creed, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or information, sexual orientation, veteran status, or any other characteristic made unlawful by applicable federal, state, or local laws.

Harassment and discrimination are against the law. [REDACTED] strongly disapproves of and will not tolerate unlawful harassment or discrimination of its workers by managers, supervisors, co-workers, independent contractors or members of the public. Similarly, [REDACTED] will not tolerate unlawful harassment or discrimination by its workers against others with whom [REDACTED] has a business, service, or professional relationship. Because it is difficult to determine whether the conduct is unlawful,

■ prohibits all inappropriate and/or disrespectful conduct based on the characteristics identified above, even if such conduct does not violate the law.

Verbal, physical, and visual conduct that creates an intimidating, offensive, or uncomfortable working environment or interferes with work performance violates this policy. This may include, for example, racial or sexist slurs, ethnic or sexist jokes, posting offensive statements, posters or cartoons based on a characteristic listed above.

Sexual harassment under this policy includes making any unwelcome advances and/or, verbal, physical, or visual conduct of a sexual nature, as well as offering employment benefits in exchange for sexual favors or threatening reprisals after a negative response to a sexual advance. It includes many forms of offensive behavior, such as gender-based harassment of a person of the same sex as the harasser. Some examples of conduct that may violate this policy include demeaning sexual remarks, leering, making sexual gestures, displaying sexually suggestive objects or pictures, making or using derogatory sexual comments, epithets, slurs, or jokes, comments about an individual's body, touching, impeding, or blocking movements.

Complaint Procedure

If you believe you have been subjected to or witnessed conduct that violates this policy, you should immediately report such conduct to your supervisor or Executive Director. If you are not comfortable reporting to either of those individuals, report the conduct to our Human Resources ("HR") Representative. Your complaint should be specific and include the names of the individuals involved and the names of any witnesses.

■ will promptly investigate and attempt to resolve the situation. Every complaint will be taken seriously and investigated thoroughly. If suspected violations of this policy are not reported, they cannot be investigated. Workers are expected to participate in internal investigations and may not interfere with the complaint procedure. Everyone's cooperation is crucial.

If ■ determines this policy has been violated, we will take appropriate and effective remedial action to address the situation and deter any future inappropriate conduct; this may include disciplinary action up to and including termination. ■ will not retaliate against you for bringing a good faith complaint under this policy, or for reporting such misconduct or cooperating in an investigation and will not knowingly permit retaliation against you by anyone else. If you believe someone has violated this no-retaliation provision, you should immediately notify any of the persons named above.

In addition to these internal policies and procedures, the State of California Department of Fair Employment and Housing (DFEH) provides additional information regarding the legal remedies and complaint process available through the government agencies. If you believe you have been unlawfully harassed or discriminated or retaliated against, you may file a complaint or obtain additional information from the DFEH. The phone number for the local DFEH office is located at www.dfeh.ca.gov.

6. Open Door

Suggestions for improving [REDACTED] are always welcome.

At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions are important to [REDACTED]. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of a concerning occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and attempt to provide a reasonable solution or explanation. If you are uncomfortable discussing your issue with your supervisor you can bring the situation to the attention of the HR representative or the Executive Director.
- A Comment Box is located in the mailroom for any suggestions you may have. Posted alongside the comment box are the answering procedures, which can also be located at [Comment Box\Comment Box Process.doc](#). If the concerning issue is not resolved, you may present the issue in writing or in person to the Executive Director, who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and [REDACTED], cannot guarantee that every issue will be resolved to your satisfaction. However, [REDACTED] values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

If your complaint involves harassment or discrimination, please refer to [REDACTED] Anti-Harassment and Anti-Discrimination policy and the Complaint Procedure described there.

7. Drug and Alcohol Abuse

We are concerned about the use or abuse of alcohol, illegal drugs, or controlled substances as it can affect the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore impair the employee and his/her ability to competently perform his/her job. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of the employee in possession and other employees, and it also exposes [REDACTED] to the risks of property loss or damage, or injury to other persons.

[REDACTED] policy prohibits the possession, use or any detectable amounts in the employee's system of any drugs that are illegal under state, federal or local law.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and may impair the employee's ability to competently perform his/her job. [REDACTED] is not required to accommodate the medical use of marijuana at places of employment or during working hours.

The following rules and standards of conduct apply to all employees either on [REDACTED] property or during the workday (including meals and rest periods). Behavior that violates [REDACTED] policy includes:

- Possession or use of alcohol or an illegal or controlled substance, or being under the influence of alcohol or an illegal or controlled substance while on the job;
- Driving or using equipment while under the influence of alcohol or an illegal or controlled substance; and
- Distribution, sale, or purchase of alcohol or an illegal or controlled substance while on the job.

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

Employees are prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at ■■■-sponsored functions or activities.

In order to enforce this policy, ■■■ reserves the right to conduct searches of ■■■ property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy. Entry onto ■■■ property or workspace is deemed consent to an inspection of person, vehicle, and/or personal property.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off ■■■ property will not be tolerated because such conduct, even though off duty, reflects adversely on ■■■. In addition, ■■■ must keep people who sell or possess controlled substances off ■■■ premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work. In addition, ■■■ is not required to accommodate the medical use of marijuana at places of employment or during working hours.

Reasonable Suspicion Testing

In cases where an employee's supervisor or other member of management has reasonable suspicion to believe that the employee possesses or is under the influence of drugs and/or alcohol and such use or influence may adversely affect the employee's job performance or the safety of the employee, coworkers, or clients of ■■■, drug and/or alcohol screening may be ordered. The suspicion will be based on objective symptoms such as factors related to the employee's appearance, behavior, and/or speech. Refusal to submit to screening as ordered may result in immediate discharge.

We encourage and will reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. ■■■ is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is ■■■ obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect ■■■ treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

8. Business Conduct and Ethics

████ is committed to providing a friendly, innovative, and professional work environment for all staff. Our policy is to assure that each individual is legally protected and treated with respect and professionalism. Maintaining a clear description of the rights and obligations pertaining to employee conduct is crucial to the operation and success of █████. Each employee has a right and a duty to know what █████ deems important, improper, and illegal with respect to employees' conduct, while working on our behalf or while off-duty, if such conduct materially affects █████.

It is the responsibility of each employee to conduct themselves in a professional manner at all times. It is also the responsibility of each employee to immediately and confidentially report the inappropriate or unprofessional conduct of any employee to his/her supervisor or the Executive Director. The management of █████ shall take any actions appropriate under the circumstances to protect the rights and well being of the individuals involved and █████.

Prohibited Conduct and Disciplinary Action

Like other organizations, █████ requires honorable business practices to succeed and to promote efficiency, productivity, and cooperation among employees. The following conduct is prohibited at █████. This list of prohibited conduct may not include all possible situations or scenarios; other types of conduct that threaten security, personal safety, employee welfare and █████ operations also may be prohibited. Here are some examples:

- Falsifying or making a material omission on an employment application or any other █████ record.
- Recording the work time of another employee, allowing any other employee to record your work time or falsifying any timesheet, either your own or another employee's.
- Release of confidential information or trade secrets about █████ or its clients.
- Theft and deliberate or careless damage or destruction of any █████ property, or the property of any employee or customer.
- Unauthorized use of █████ equipment, time, materials, or facilities.
- Provoking a fight or fighting during working hours or on █████ property.
- Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on █████ property, while on duty, or while operating a vehicle or potentially dangerous equipment that is rented, leased, or owned by █████.
- Keeping, carrying, or maintaining any firearm, explosives, or any other dangerous items, whether concealed or unconcealed, on █████ premises or while on █████ business.
- Engaging in criminal conduct whether or not related to job performance and pleading guilty to or being convicted of any crime other than a minor traffic violation.
- Inefficient or careless performance of job responsibilities or inability to perform duties satisfactorily.
- Any communication or interaction with customers or partners that is deemed disrespectful, vulgar, or unprofessional.
- Working overtime without authorization or refusing to work assigned overtime.
- Failing to provide a physician's certificate when requested or required to do so.
- Sleeping or malingering on the job.
- Wearing unprofessional or inappropriate styles of dress while working.
- Violating any safety, health, security or █████ policy, rule, or procedure.

- Committing a fraudulent act or a breach of trust under any circumstances.
- Violation of [REDACTED] policies, procedures, or practices, whether or not detailed in this manual.

Violation of [REDACTED] policies and rules may warrant disciplinary action that may include verbal warnings, written warnings, suspension, or termination at [REDACTED]'s sole discretion. Nothing in this policy limits or alters the at-will employment relationship. Thus, [REDACTED] may, in its sole discretion, use whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment without prior verbal and written warning.

Housekeeping

All employees are expected to keep their work area, storage area, kitchen, restrooms, and lounge area clean and organized. Please clean up after meals and dispose of trash properly. In addition, follow all kitchen cleaning protocols.

Smoking

All applicable state and local smoking ordinances must be observed at all times. Smoking is permitted in outdoor areas only. It is not allowed in the presence of customers or in [REDACTED] vehicles. Smoking in the presence of others is offensive, and their rights must be considered at all times.

Attendance and Punctuality

Our success depends upon the cooperation and commitment of each employee. Regular attendance and promptness are considered part of each employee's essential job functions. Attendance and punctuality are extremely important. When an employee is late or absent other employees must bear the burden. Each employee has the responsibility to report for work on time and continue to work until the end of the scheduled work period. Unsatisfactory attendance (including reporting late, quitting early or extending meal or break periods) may be cause for disciplinary action, up to and including discharge.

If you find that you must be out due to illness or other compelling personal matter, you must notify your supervisor within one hour of your scheduled working time and the reason for such absence. In addition, you must call in at the beginning of each day that you are scheduled to work unless you are on an approved leave of absence. Any employee who is absent for three (3) or more days due to illness or injury may be required to submit a physician's release prior to returning to work.

Employees are expected to be at their workstations, ready to begin work, at the beginning of their assigned shifts. If you are unable to report to work on time, you must notify your supervisor as far in advance as possible of the time assigned to report to work, and give the expected time of arrival and the reason for the delay. Unsatisfactory attendance, reporting late, or leaving early without prior approval may result in disciplinary action up to and including dismissal.

If you become ill while at work or find it necessary to leave [REDACTED] premises during working hours, report to your supervisor. Absent extenuating circumstances, do not leave before the end of your schedule without first securing approval from your supervisor. If your supervisor is not available, contact someone in authority for approval before leaving.

An employee, who does not report to work on a scheduled working day and does not report his/her absence within the allotted time set forth above will be subject to disciplinary action up to and including dismissal.

Job abandonment

An employee who is absent from work for three consecutive scheduled work days and has not notified █████ may be considered to have voluntarily resigned his/her position.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy only establishes the framework within which █████ wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor for more information or with questions about conflicts of interest.

A "conflict of interest" generally means a situation where █████ interests and an employee's interest are actually or potentially at odds. We rely on the integrity and good judgment of all employees and trust them to observe ethical, professional, and legal codes of good business practices in the conduct of █████ affairs. Employees must take care to avoid not only actual impropriety, but also the appearance of impropriety. Situations of actual or potential conflict of interest are to be avoided by all employees.

Potential conflicts of interest include, but are not limited to:

Personal gain is one form of conflict of interest. Personal gain may result not only in cases where an employee or his/her relative has a significant ownership in a company with which █████ does business, but also when an employee or relative receives any kickbacks, bribes, substantial gift, present, or special consideration as a result of any transaction or business dealings involving █████. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of █████ business dealings.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. No "presumption of guilt" is created by the mere existence of a relationship with outside companies. However, if you have any influence on transactions involving purchases, contracts or leases, it is imperative that you disclose to your supervisor as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during his/her employment at █████. In the course of your work, you may have access to confidential information regarding █████, its suppliers, its customers, or perhaps even fellow employees. Employment with █████ assumes an obligation to maintain confidentiality, even after employees leave our employ. Therefore, please do not discuss █████ business with anyone who does not work for us, and never discuss business transactions with anyone who does not have a direct association with the transaction. If an employee is questioned by someone outside █████ and he/she is concerned about the appropriateness of giving them certain information, the request should be referred to his/her supervisor.

Records and files maintained by █████ are the property of █████ and some are confidential. Confidential records are not to be copied or disclosed to any party except when authorized by the Executive Director. Confidential information includes, but is not limited to:

- Business correspondence or any other information concerning █████ transactions.
- Donor records.
- Personnel and payroll records of present or past employees.
- Supporting financial records of █████.
- Records of purchases from vendors and suppliers.
- Any other information regarding the business affairs or operating practices or procedures of █████.

Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by █████.

Off Duty Conduct

While █████ does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with █████ legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect █████ or their own integrity, reputation, or credibility. Illegal off-duty conduct by an employee that adversely affects █████ legitimate business interests or the employee’s ability to perform his/her job will not be tolerated.

Outside Employment: While employed by █████, employees are expected to devote their energies to their jobs with █████. The following types of employment elsewhere are strictly prohibited:

1. Additional employment that conflicts with an employee’s work schedule, duties, and responsibilities at █████
2. Additional employment that creates a conflict of interest or is incompatible with the employee's position with █████;
3. Additional employment that impairs or has a detrimental effect on the employee’s work performance with █████;
4. Additional employment that requires the employee to conduct work or related activities on █████ property during the employer's working hours or using █████ facilities and/or equipment; and
5. Additional employment that directly or indirectly competes with the business or the interests of █████.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to their supervisor explaining the details of the additional employment. If the additional employment is authorized, █████ assumes no responsibility for it. █████ shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Related Party Work Relationships

Personal or romantic involvement with a competitor, supplier, or another employee of █████ may impair an employee’s ability to exercise good judgment and create an actual or potential conflict of interest. Persons who are in a personal relationship, married, become married, or have a domestic partnership with another █████ employee, or who have a direct familial relationship (parent, child, or brother/sister) are generally not eligible for employment in a position or assignment in the same department or in a position where a supervisory relationship exists. It is required that employees

disclose any such relationship so that management can take appropriate action (e.g., change the reporting relationship/chain-of-command so that there is no supervisor-subordinate issue).

Solicitation and Distribution

Personal solicitations for the purchase of goods or services, charitable contributions, memberships in organizations, or support for any cause or organization should not detract from the effectiveness of one's work or be allowed to create negative feelings. Consequently, employee solicitation and/or related literature distribution is not allowed during any time employees are involved in the work process. In addition, individuals not employed by █████ may not solicit or distribute literature at any time, for any purpose, on the premises of █████.

Public Statements

Employees are encouraged to remain up-to-date on issues related to the establishment, restoration, and preservation of the urban forest. Staff must consult first with their supervisors before providing testimony or interfacing with the media on urban forest issues.

As an organization, █████ does not have an official position, pro or con, on matters outside of █████ purview. Consequently, any public statements you make, petitions you sign, or letters you write must not give any indication that you are representing █████.

Please do not use your title, █████ stationary, or the postage machine in connection with non-█████ activities unless you are specifically authorized by the Executive Director to do so. Given the possible jeopardy to █████, unauthorized statements may be reason for disciplinary action, up to and including dismissal.

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive to every customer, partner, or person affiliated with █████. When an employee encounters an uncomfortable situation that he/she does not feel capable of handling, his/her supervisor should be called immediately to resolve the matter.

Dress Standards

Because each employee is a representative of █████ in the eyes of the public, each employee is expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean, and tasteful. Avoid clothing that may create a safety hazard.

█████ office team members are expected to wear business casual attire. This includes tasteful shirts, blouses, sweaters, skirts, capris, slacks, and dresses that are clean and without rips or holes. On Fridays, office staff may also wear tasteful jeans.

Employees may request reasonable accommodation for religious dress or religious grooming standards which may be outside █████ normal dress standards.

There are specific dress requirements for █████ field staff to ensure safety and optimal protection against environmental elements. Please consult with your department manager for specific dress code requirements.

Gifts, Goods and Services Received

The acceptance of certain gifts could compromise the ability of [REDACTED] to accomplish its goals, impose unexpected or undue financial burdens, create a legal or other liability, or jeopardize its tax-exempt status. These policies shall set forth guidelines and provisions for considering gifts and contributions to [REDACTED] and provide a basis for providing guidance to prospective donors when considering gifts to [REDACTED]. The provision of this policy applies to all gifts received by [REDACTED].

Individuals authorized to accept gifts: The Executive Director, Executive Team, and the [REDACTED] Board of Directors have the authority to solicit and/or accept gifts on behalf of [REDACTED]. If a gift opportunity is presented to another [REDACTED] staff member, he/she is to inform an Executive Team member of the opportunity as soon as possible. The Executive Team member will then evaluate the opportunity appropriately.

Restrictions on gifts: [REDACTED] will accept unrestricted gifts and gifts for specific programs and purposes provided that such gifts are consistent with [REDACTED] stated mission, goals, purpose, and priorities. Any gifts involving restrictions or restrictive purpose shall be assessed to ascertain whether the gifts are too difficult to administer or outside the mission of [REDACTED].

Assessing the prospective gift: [REDACTED] responsibility is to productively pursue gifts that will further the organization's mission, goals, and objectives. The primary consideration in the pursuit of gifts is how they can benefit the organization in the most ethical and unencumbered manner.

Due process and consideration: Any potential gift that is significant in size, includes performance conditions, requires insurance coverage, imposes potential or actual liabilities, or is unusual in nature should be initially deliberated by the Executive Director who shall then determine whether further due process is needed. Matters to consider in deliberating gifts include:

- Core values: Is the gift one that is consistent with the organization's mission, standards, principles, and core values?
- Compatibility of cause: Will the gift unnecessarily challenge or divert the organization's ability to further its mission, goals, or objectives?
- Consistency: Is the acceptance of the gift compatible and in agreement with other fundraising activities or gifts of the organization?
- Form of the gift: Is the form of the gift easily used or, if it is an in-kind contribution, is the gift needed and value added to the organization?
- Conditions or requirements: Are the conditions or requirements of the gift onerous or have the potential to create problems, such as in advertising or sponsorship?
- Public relations: Does the acceptance of the gift potentially place the organization in an awkward or unfavorable light? Could the acceptance of the gift deter other donors from giving?
- Conflict of interest: Does the gift present an appearance or actual conflict of interest between the donor and the organization?
- Source of gift: Is the source of the gift compatible with the mission, goals and objectives of the organization? Might the donor not fit or be incompatible with the mission of the organization?
- Motivation: Is there clear charitable intent and a commitment to the organization? Are the circumstances surrounding the donor and the gift credible?

- Liability: Could the acceptance of the gift create a financial or legal liability to the organization? If controversy or an issue develops, can it pose a potentially significant impact on the fiscal viability or weaken the structure of the organization?

If [REDACTED] agrees to accept a gift that requires particular performance conditions, insurance coverage, or poses other potential or actual liabilities in its use or disposition, [REDACTED] will develop an immediate plan, implementation schedule, and monitoring process to ensure that all aspects of the gift and value afforded to [REDACTED] are realized.

9. Personal Property

Personal property brought onto [REDACTED] premises should be stored in secured locations with the use of proper security measures. [REDACTED] is not responsible for loss, theft, or damage of personal property.

10. [REDACTED] Property

All items that have been issued to you during the course of your employment remain the property of [REDACTED]. You are responsible for their care, security, and return. The cost of any such item not returned when asked or returned in less than acceptable condition may be at your expense.

All patents, copyrights, data, and inventions resulting from [REDACTED] work by employees will be in the name of, and remain the property of, [REDACTED] unless otherwise stipulated in [REDACTED] contract or grant with a funding agency.

Removal of Property

Before items of [REDACTED]-owned/managed property (equipment, tools, waste, excess materials, etc.) may be removed from the premises, authorization must be issued by your supervisor, unless the items are normally used in your job duties.

Inspection of Property

As a security measure, management reserves the right to inspect any property (e.g., article, package, parcel, personal belongings, purse, briefcase, or other container carried onto or removed from the premises) as well as any [REDACTED] vehicle, desk, locker, or other storage area on the premises or the contents thereof, at any time and with or without notice, in order to ensure compliance with its rules and regulations. A search or inspection conducted or directed by [REDACTED] does not imply an accusation of theft.

Mail

As all incoming mail is considered [REDACTED] mail, it will be opened by administrative staff. Outgoing mail can be mailed at the office if it is correctly stamped. Due to the requirement that stamped mail must be handled separately from metered mail, [REDACTED] will not be held responsible for any resulting mishandled mail or the timely delivery of the mail to the post office. The [REDACTED] postage meter is not to be used for personal mail/correspondence.

11. Technology Usage Policy

[REDACTED] Technology Resources, including all computer, data, and telecommunication hardware and software are critical to its business success. The purpose of this policy is to explain how employees

of [REDACTED] should use [REDACTED] Technology Resources in ways that maximize the benefits of the technology to [REDACTED] and reduce the risk of loss or misuse of these resources and/or creation of liability for [REDACTED]. [REDACTED] Technology Resources are defined as:

- *Telephones, cellular phones, handheld devices (such as blackberries and Ipads), and voicemail*
- *Internal computer systems including desktop and notebook computers, file servers, Intranet, and e-mail*
- *External computer systems, including research databases, Internet, social networking sites, and e-mail*

Using Technology Resources

All Technology Resources should be used only in furthering [REDACTED] business and never in violation of applicable laws. To this end, employees should not use any Technology Resource for the conduct of business other than [REDACTED] business. Notwithstanding the above, employees may use [REDACTED] Technology Resources to:

- ◆ Prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner provided such use does not conflict with any purpose or need of [REDACTED];
- ◆ Send and receive necessary personal communications through e-mail;
- ◆ Use the telephone system for brief and necessary personal calls.

Please use discretion when using cell phones. [REDACTED] prohibits tape recording and video recording using cell phone or like devices without prior approval. Employees should be aware that in California it is illegal to secretly tape record another person(s) without their consent. Likewise, [REDACTED] also prohibits employees from secretly tape recording or video recording in the workplace.

Employees should not expect, and do not have, any privacy rights when using any Technology Resource. [REDACTED] assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on [REDACTED] Technology Resources. [REDACTED] further accepts no responsibility or liability for the loss or non-delivery of any personal e-mail communication and suggests that employees avoid storing private or confidential personal information on any of [REDACTED] Technology Resources.

No Privacy Rights

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

[REDACTED] may inspect all files or messages on its Technology Resources at any time for any reason at its discretion. [REDACTED] reserves the right to randomly and periodically monitor its Technology Resources at any time in order to determine compliance with its policies, answer a lawful subpoena or court

order, investigate misconduct, locate information, or for any other business purpose. Further, [REDACTED] reserves the right to monitor its Technology Resources at any time based on a reasonable suspicion of wrongdoing or in order to determine compliance with its policies, answer a lawful subpoena or court order, investigate misconduct, locate information, or for any other business purpose.

Risk Management

Managing risk in a technology environment is a complex task. However, individuals can contribute significantly to reduced risk by exercising care when using Technology Resources. Being careful means protecting the interests of [REDACTED] when working with or transmitting documents over computer systems. Being careful also involves remembering that any activity carried on while using outside networks through e-mail, Internet access, social media, or other service providers reflects on [REDACTED] when it is carried out using [REDACTED] Technology Resources. Following are some examples of behavior that reduces risk:

- ◆ Always consider the confidentiality of documents and information transmitted over outside services. This involves faxing, use of e-mail, cellular calls, flash drives/CDs, and other technology options. Substantial damage can be done by routing documents to the wrong person or organization, exposing documents or messages to interceptions and theft, inadvertently transferring viruses, malware or any information on transportable media such as flash drives/CDs, transmitting confidential information during cellular calls, etc.
- ◆ Always verify addresses such as e-mail and fax numbers before sending information so that it does not fall into the wrong hands.
- ◆ Be aware of the rights of others to their own copyrighted information. Do not download and pass on copyrighted materials where the copyright owner has expressly forbidden it. Do not "publish" another person's messages to a larger audience without securing their permission first.
- ◆ Remember, when sending e-mail, engaging in social networking on sites such as "Twitter", "Facebook", "MySpace" or "LinkedIn", or contributing to any public forum such as an Internet newsgroup while using [REDACTED] Technology Resources, what you say may be interpreted as the opinion of [REDACTED]. Be courteous and businesslike in your communications.
- ◆ Always use appropriate fax cover pages that contain all the information necessary to see that delivery is made to the proper person.
- ◆ When transferring documents outside [REDACTED], use "clean" flash drives/CDs. Documents deleted from flash drives/CDs may leave residual data that can be "scavenged." To prevent this, use new flash drives/CDs.

Internet And E-Mail Use

Access to the Internet is provided to employees to accomplish job responsibilities more effectively. The use of the Internet is a privilege, not a right, which may be revoked at any time for inappropriate conduct. ■■■ expects that its employees will use these resources in a responsible fashion and for business-related purposes only. Employees should not use the Internet or Intranet for frivolous use such as accessing, downloading from, or contributing to the following (except in relation to a specific Company matter):

- ◆ Indecent, or sexually-oriented materials
- ◆ Sports sites
- ◆ Job-search, house-search/sales sites
- ◆ Entertainment sites
- ◆ Gambling sites
- ◆ Games, humor
- ◆ Drug-oriented sites
- ◆ Personal pages of individuals
- ◆ Chat rooms
- ◆ Politically-oriented sites or sites devoted to influencing the course of legislation or public policy
- ◆ Email from a personal email account
- ◆ Social networking sites (such as “Twitter” “Facebook” or “MySpace”)

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

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

E-mail is not private communication, because others may be able to read or access the message. E-mail may best be regarded as a postcard rather than as a sealed letter. In addition to risk management issues surrounding the use of e-mail, the following policy is provided.

- ◆ E-mail messages are considered business records and may be subject to discovery. Be aware of this possibility when using ■■■ Technology Resources to send e-mail both to other Company employees and to persons not employed by ■■■. Formulate the message accordingly.
- ◆ Never send abusive, sexist, racist, or defamatory e-mail messages that could be considered in violation of ■■■ anti-harassment or anti-discrimination policy.

- ◆ Do not use e-mail for sensitive or time critical matters. If speed is essential, use the telephone. E-mail does not convey emotion well. If the subject matter is sensitive, do not risk misunderstandings -- use the phone.
- ◆ Employees should never send an e-mail message unless he/she is absolutely sure of the correct address of the recipient.

Using Social Media

At [REDACTED], we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with [REDACTED], as well as any other form of electronic communication.

The same principles and guidelines found in [REDACTED] policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects clients, suppliers, or people who work on behalf of [REDACTED] or [REDACTED] legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules: Carefully read these guidelines, the Technology Usage Policy and the Anti-Harassment and Anti-Discrimination Policy, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful: Always be fair and courteous to fellow employees, clients, suppliers or people who work on behalf of [REDACTED]. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage clients, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

Be honest and accurate: Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have

altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about ■■■, fellow employees, clients, suppliers, and people working on behalf of ■■■ or competitors. Post only appropriate and respectful content.

Maintain the confidentiality of ■■■ trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not create a link from your blog, website or other social networking site to a ■■■ website without identifying yourself as a ■■■ employee.

Express only your personal opinions. Never represent yourself as a spokesperson for ■■■. If ■■■ is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of ■■■, fellow employees, clients, suppliers or people working on behalf of ■■■. If you do publish a blog or post online related to the work you do or subjects associated with ■■■, make it clear that you are not speaking on behalf of ■■■. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of ■■■.”

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

Retaliation is prohibited: ■■■ prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. The prohibitions in this policy do not apply to protected concerted activities and are not intended to discourage such activity.

12. Employment Classification

Exempt and Non-Exempt

Employees are classified as either “exempt” or “non-exempt” depending on their job duties. This is necessary because, by law, employees in certain types of jobs are entitled to premium pay when they work overtime (i.e., more than 40 hours per week).

Exempt employees are those who fall within one of the exemptions specified by law and are paid on a salary basis. Exempt employees are not entitled to premium pay for overtime hours worked.

Non-exempt employees are those who do not fall within one of the exemptions specified by law. Non-exempt employees are entitled to be paid for each hour worked including premium pay for all overtime hours worked in accordance with state and federal law (as described in the Overtime section of this manual).

All employees of ■■■, whether exempt or non-exempt and whether full-time, part-time or temporary, are employed at-will.

Employee Categories

Introductory employees: A full-time or part-time employee who is hired for an ongoing (rather than temporary) assignment and who is in the first 90 days of his/her employment.

Regular full-time employees: Full-time employees are those persons who have completed their introductory period and are normally scheduled to work 40 hours per week on a continuous basis.

Regular part-time employees: Part-time employees are those persons who have completed their introductory period and are normally scheduled to work less than 40 hours, but a minimum of 20 hours per week.

Temporary employees: Temporary employees are those employed to work on special projects on a full-time or part-time basis for a pre-defined period of time. Temporary employees sometimes work less than 20 hours per week. These positions are not necessarily intended to be part of continuing operations. Normally, a temporary assignment will not last beyond 6 months, but may be extended. Temporary employees are not eligible for benefits or leave. Most paid internships are temporary employees.

Note: An employee may change job status or category only upon written notification by the Executive Director. There is no automatic conversion from one job status or category to another.

Inactive status: Employees who are on any type of leave of absence that exceeds any protected state or federal leave of absence will be placed on inactive status. Unless an extension of health benefits is covered by state or federal law, benefits will terminate at the end of the month following the beginning of unpaid leave, and the employee may be eligible to continue benefits at his/her own expense through COBRA.

Introductory Period

The first 90 days of continuous employment at ■■■ is considered an introductory period. During the introductory period employees will learn their responsibilities, get acquainted with fellow employees, and determine whether they are content with their jobs. Completion of the introductory period does not entitle the employee to remain employed by ■■■ for any definite period of time, but rather allows both the employee and ■■■ to evaluate whether or not the employee is right for the position.

Any significant absence will automatically extend an introductory period by the length of the absence. If ■■■ determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended.

13. Working Hours, Timesheets, & Pay Periods

Working Hours

The regular daily office hours are from 7:00 am to 3:30 pm Monday through Friday.

The front and back doors will be locked during non-business hours, and the security alarm will be armed upon leaving at the end of the workday. Occasionally, doors are locked and/or the alarm is set during business hours.

Timesheets

Timesheets are the authorizing documents, which certify the hours and overtime an employee has worked on specific projects, and provide a record of vacation/ETO, holiday, sick leave, and other absences.

Timesheets for exempt employees are only used for purposes of absence (i.e., vacation) reporting and billable hours for project allocations.

All non-exempt employees are expected to record their hours worked on a daily basis, and to complete and sign timesheets for each pay period. Supervisors will verify hours worked and approve the timesheets. Falsification of timesheets may lead to disciplinary action, up to and including termination.

Pay Periods

All employees are paid bi-weekly for the hours they worked during the two-week period which ends on the preceding Saturday. Employees may choose to have their paychecks deposited directly into their bank, savings and loan, or credit union account on payday.

Paychecks are normally available on or after 12:00 pm Wednesday following the end of each pay period. Pay days are every other Wednesday for the previous two work weeks. If there is an error in your check, it should be reported immediately to the Finance and Administration Department. The employee to whom a check is written must receive the paycheck unless written authorization has been given for another person to do so.

Check Cashing

Payroll and personal checks are not cashed by [REDACTED].

Payroll Advances

Employees are expected to maintain their personal financial matters separate from the workplace. Due to the fiscal responsibility of a non-profit organization, advances against payroll will not be made and should not be requested.

Meal & Rest Periods for Non-Exempt Employees

Meal Periods: If you are scheduled to work more than five (5) hours in any given day, then you must take at least a 30-minute duty-free, unpaid meal period. "Duty-free" means that you are neither required nor expected to work during your meal period.

Daily meal periods are scheduled according to the needs of each position. Your supervisor will schedule your meal periods.

The following rules apply to each first meal period of the workday:

- You must not perform any work for the entire unpaid meal period. You may leave the work premises. You must return to work on time.
- Your first meal period must begin before the end of the fifth hour of work (i.e., by 4 hours and 59 minutes). For example, if you begin your workday at 8:00 am, you must begin your meal period before 1:00 pm.

- You may waive your meal period if the sixth hour completes your workday, you get prior approval from your supervisor, and you have completed a meal period waiver.

If you work more than 10 hours, you must take a second, unpaid meal period of 30 minutes. The following rules apply to each second meal period of the workday:

- The second meal period must begin before the end of the 10th hour of work (i.e., by 9 hours and 59 minutes).
- You may waive your second meal period in writing only if: (a) you took the first meal period of at least 30 minutes, and (b) your shift will end in 12 or fewer hours.

Please contact your manager for additional information about meal period waivers.

Frequency and Timing of Meal Periods:

Hours Worked	Meal Periods	Timing
5 hrs or fewer	None	Not applicable
+5 to 10 hours	1 (may waive if 6 hours completes the workday)	Begin before the end of the 5th hour
+10	2	Begin before the end of the 10th hour

Non-exempt employees are required to record the beginning and ending of each meal period on their time records.

You are not permitted to work through any portion of a meal period in order to shorten your day or for any other reason. Performing any of your work duties during a meal period will result in disciplinary action, up to and including termination. There is an exception to this rule: a supervisor or manager may specifically direct you to perform work during a meal period due to business needs. In this case you are entitled to be paid for the hours worked and, in addition, you are entitled to receive one (1) additional hour's pay at your regular rate of pay.

Rest Periods: You must take a 10-minute paid rest period for every four (4) hours of work or major portion thereof (defined as more than two (2) hours and less than four (4) hours). However, if your total daily work time is less than three and one-half (3 1/2) hours, you will not receive a paid rest period. When practical, you should take each rest period in the middle of the four-hour work period or major fraction thereof. Your supervisor will schedule your rest periods. Rest periods are paid.

Below is a chart illustrating the number of paid rest periods to which an employee is entitled based on the number of hours worked in a workday:

Hours Worked	Rest Periods
Less than 3.5	None
+3.5 to 6	1
+6 to 10	2
+10 to 14	3

You are relieved of all duty during rest periods and are prohibited from working. However, you should not leave the premises during paid rest periods without authorization from your supervisor.

You may not combine rest periods or add them to meal periods, nor may they be used to arrive 10 minutes late or leave 10 minutes early.

All meal and rest periods must be taken away from your regular work area. If for any reason you are prohibited or discouraged from taking your applicable meal or rest period, your work prevents you from taking a meal or rest period, or if you perform any work during your meal or rest period, you must notify your supervisor immediately.

Meal and rest periods are authorized and permitted and employees are expected to take them as required by law. Failure to do so may result in disciplinary action, up to and including termination.

Overtime for Non-Exempt Employees

Non-exempt employees may be required to work overtime, however, our policy is to minimize the need for overtime. Accordingly, employees must first obtain their manager's approval before working any overtime. ■■■ will attempt to distribute overtime evenly and accommodate individual schedules.

■■■ provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

One and one-half times (1.5x) your regular rate of pay for hours worked in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours worked on the seventh consecutive day of work in one workweek.

Two times (2.0x) your regular rate of pay for hours worked in excess of 12 in one workday and/or in excess of eight hours on the seventh consecutive workday in the same workweek.

For purposes of computing overtime, the workweek starts at 12:01 AM Sunday and ends at midnight Saturday.

Working unapproved overtime, including working through a meal period that results in overtime, may result in disciplinary action.

In all cases, *worked* hours, not earned hours, are to be used in calculating the overtime premium. Holiday, vacation/ETO, and floating holidays are not considered worked hours. (Example: If an employee is off sick or on a holiday on Monday and received sick pay or holiday pay, and then worked Tuesday through Saturday, 8 hours per day, compensation for Saturday work will be at the employee's base rate of pay, not at 1.5 times the base rate, since he/she actually worked only 5 days/40 hours given that the 8 sick or holiday hours on Monday do not count as hours worked.)

Exempt employees are not entitled to overtime compensation, or any other fringe benefit based on their hours worked.

Makeup Time for Non-Exempts

In accordance with state law, ■■■ allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. State law sets the requirements for makeup time, as follows:

Makeup time worked is not paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your manager, with your signature, on ■■■-provided form. Requests will be considered for approval based on the legitimate business needs of ■■■ at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If an employee requests time off that he/she will make up later in the week, he/she must submit the request at least 24 hours in advance of the desired time off. If the employee requests to work makeup time first in order to take time off later in the week, he/she must submit the request at least 24 hours before working the makeup time. The makeup time request must be approved in writing before the employee takes the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. ■■■ seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If an employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the manager may arrange with the employee another day to make up the time if possible, based on scheduling needs. If an employee works makeup time in advance of time he/she plans to take off, he/she must take that time off, even if he/she no longer needs the time off for any reason.

An employee's use of makeup time is completely voluntary. ■■■ does not encourage, discourage, or solicit the use of makeup time.

Deductions – Exempt Employees

Exempt employees are paid a fixed salary for each full work week (5 days) (i.e., they receive a predetermined amount of compensation each pay period). The workweek starts 12:01 am Sunday

and ends at midnight Saturday. Subject to the exceptions listed below, an exempt employee will receive full salary for any workweek in which he/she performs any work.

- If an exempt employee works on any given day for at least two hours, and takes the remainder of the day off for personal reasons (including sickness or disability), then no deduction will be made to the employee's applicable vacation or sick leave balance.
- If an exempt employee is absent from work for a full workday for personal reasons (including sickness or disability) and has no applicable vacation or sick leave available, the employee's weekly salary may be debited to reflect the full day's absence.
- If an exempt employee works less than a full week during the initial or final week of employment, then his/her salary will be reduced accordingly.

If you believe an improper deduction from your predetermined salary has been made, you should immediately report this information to your direct manager so that the matter can be promptly addressed.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

14. Business Related Travel & Training

█ will pay non-exempt employees for their attendance at meetings, lectures, and training programs when the following conditions are met:

- Attendance is mandatory, and;
- The meeting, course, or lecture is directly related to the employee's job.

Employees required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their managers.

Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their base rate of pay for attendance at events covered by this policy. Overtime will be paid as required by law.

Employee Professional Development

In order to encourage █ employees to enhance their skills and abilities, as well as obtain any licensing or certification pertinent to their position, █ makes available 10 hours annually of paid time off for professional development to all full-time employees. █ makes available 5 hours annually of paid time off for professional development to all part-time employees. Paid time off would be available to individual employees under the following guidelines:

- Educational classes or workshops must be approved by employee's supervisor at least 2 weeks in advance of the event.
- Educational classes must be directly related to the employee's position or to another position in the organization for which the employee can apply.
- Employee must present materials and summary at the monthly Staff Meeting or other appropriate employee meeting directly following the class or workshop.

- Employee may attend a class or workshop during non-work hours and count it toward work hours when approved in advance by the employee's direct supervisor.
- Only the employee's class time will be paid for by █. Travel time is not covered by this policy.
- Registration, travel, food and other related class or workshop costs are the responsibility of the employee.

Employees are encouraged to continue their formal training by attending and participating in approved meetings, workshops, and conferences. If you attend such learning opportunities at the specific request of █, out-of-pocket expenses for meals, lodging, and travel will be reimbursed to the extent they are pre-approved. Consult with the Finance and Administration Department for approved meal, lodging, and travel rates. Employees who have incurred approved travel expenses must submit required receipts and a check request form to their supervisor for authorization. The employee can then submit the signed check request form to the Finance and Administration Department for timely processing.

In addition to travel expenses, █ reimburses employees for other approved business expenses. Employees who have incurred other business expenses should follow the same reimbursement protocol as noted above.

15. Working Away from the Office:

Employees are expected to be on-site for their work shift, unless they are involved in offsite business travel, events or meetings, calling on customers or prospects, or making deliveries. Onsite refers to both the █ main office and/or nursery site. An employee may be allowed to perform certain tasks from home or other offsite locations, subject to the following requirements:

- Working from offsite is exceptional, irregular, and occasional or infrequent;
- Each occurrence must be justified on a situation-by-situation basis, and cannot interfere with or compromise █ needs;
- Employees must request and secure prior approval from their immediate supervisor for each individual occurrence. Approval may be verbal, but must be in advance;
- Supervisors are not required to consent to requests to work from home.

Telecommuting

Telecommuting is a formalized arrangement in which some or all of an employee's work is performed at an offsite location, such as the employee's home, usually according to a regular schedule. Telecommuting is allowed if approved by the employee's manager.

Employees requesting a telecommuting arrangement should complete the "**Developing a Proposal for a Telecommuting Arrangement**," checklist before submitting the request to their manager. (See HR for a copy of the checklist.)

Managers are urged to carefully explore with the employee their reasons and goals for their proposal and explore other possible solutions before approving a telecommuting arrangements. Managers are also urged to review advantages and disadvantages, and address potential problem areas before setting up new telecommuting agreements.

After a 90 day trial, the new work arrangement will be reviewed to determine its effectiveness. Success depends on both the nature of the work and the nature of the worker.

16. Time Off

Volunteering

■ employees are invited to post volunteer opportunities on the employee bulletin board. Employees can volunteer as they choose. It is understood that offering to volunteer is done during non-working hours and requires no compensation from ■.

Holidays

■ observes the following holidays:

- New Year's Day - January 1
- Martin Luther King Day - 3rd Monday in January
- Presidents Day - 3rd Monday in February
- **Cesar Chavez Day- 4th Monday in March
- Memorial Day – Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans' Day
- Thanksgiving Day and day after Thanksgiving - 4th Thursday and Friday in November
- Christmas Day – December 25

****Floating Holiday:** Cesar Chavez Day is considered a floating holiday, which may be taken on the actual calendar holiday or on another calendar work day at the employee's discretion with approval from management. Floating holidays must be used in the calendar year in which they were granted and may not accrue to more than one floating holiday per year. For those employees who fail to make arrangements to use their floating holiday, management will determine when the day will be taken. Upon separation, eligible employees are paid for the earned but unused floating holiday.

Weekend and Vacations: When a holiday falls on Saturday, it will be observed on the preceding Friday. When a holiday falls on Sunday, it will be observed on the following Monday.

Eligibility: Eligibility for holiday pay begins from the hire date.

Holiday pay: Regular full-time employees receive one day off with pay for each holiday based on their normally scheduled straight time hours. Part-time employees receive one-half day of pay for each holiday. Temporary employees do not receive holiday pay.

In order to receive holiday pay, you must have worked, or been available for work but excused by your supervisor, on the scheduled work day before and the scheduled work day after the holiday.

In the event that any of the holidays occur while an employee is on vacation/ETO or sick leave, the employee will receive holiday pay (i.e., no vacation/ETO or sick leave deduction will be charged for that day).

Vacation/Earned Time Off (“ETO”)

■ offers vacation/ETO to its staff. Management encourages you to take some well-deserved time for yourself to rest and replenish your mind and body.

Accrual: Vacation/ETO accrual is as follows based on full-time service:

Years of Service	Accrual Hours per Pay Period	Annual Benefit	Accrual Cap
1-2	4.00	104	160
3-8	5.54	144	240
9+	7.08	184	320

Part-time employees accrue at the equivalent of half-time rate. Temporary employees do not accrue leave benefits.

Payment in lieu of time off: In order to receive vacation/ETO pay, you must take your vacation/ETO as time off. Payment in lieu of time off is not available.

Minimum time off: The minimum vacation/ETO time that may be taken at any one time is one hour.

Scheduling: Vacation/ETO is only to be scheduled with the approval of your supervisor. Consistent with work requirements, every effort is made to give you the time off you prefer. In the event that you and another employee select the same time for your vacation/ETO and both of you cannot be off at the same time, length of service may be the determining factor.

Vacation/ETO pay at separation: Employees who voluntarily or involuntarily separate from ■ without having used all accrued vacation/ETO will receive payment or their unused vacation/ETO accrual at the time of employment termination. Employees will not be paid for unused vacation/ETO except on separation of employment. Vacation/ETO is earned and paid out based on base pay only.

Paid Sick Leave

Sick leave is a form of wage reimbursement that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury. Time off for medical and dental appointments will be treated as sick leave. Abuse or misuse of sick leave privileges will be cause for discipline, up to and including termination.

If you resign or your employment is terminated for any reason, no payment will be made for unused sick leave.

Benefit payment: Sick leave benefits begin on the first day of absence due to any proven illness or injury. In order to receive sick pay, you must make prompt notification of your absence to your supervisor in accordance with established attendance policies. Employees may use their sick leave to care for a sick child, parent, spouse, or domestic partner.

Accrual: Sick leave is accrued at the end of each pay period. Regular full-time employees accrue at a rate of 2.31 hours per each 80-hour pay period. The total annual sick leave accrual is 60 hours, with a maximum annual accrual cap of 80 hours. Part-time employees will accrue at a half-time rate. Temporary employees do not accrue sick leave benefits.

Minimum time off: The minimum sick time that may be taken at any one time is one hour.

Medical certification: [REDACTED] reserves the right, in all cases, regardless of the length of absence, to require an employee seeking to take or return from a sick leave absence to submit written certification of illness or injury from a physician (licensed medical doctor). Excessive absences that create a hardship on the operations of [REDACTED] may be cause for discipline, up to and including discharge. [REDACTED] may withhold sick pay if it suspects that sick leave has been misused.

An employee returning to work from a lengthy period of illness will be required to present a physician's statement that the employee can safely return to his/her full duties. This requirement may be made at the sole discretion of [REDACTED]. If the employee cannot return to full duties, the physician must specify the employee's limitations in sufficient detail to allow [REDACTED] to determine whether a reasonable accommodation can be made. Such a physician's statement must be provided before the employee may return to work.

Except when prohibited by law, employees are required to exhaust all accrued and unused sick leave before taking unpaid medical-related leave.

Kin care: Employees may use up to one-half of their yearly sick leave accrual to attend to the illness of a child, parent, spouse, registered domestic partner, or registered domestic partner's child. Leave for this purpose may not be taken until sick leave benefits actually have accrued.

Workers' compensation and sick leave: Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment.

When an employee reports a work-related illness or injury, he/she will be sent for medical treatment, if treatment is necessary. The employee will be paid his/her regular wages for the first day he/she spends seeking initial medical treatment. Any further medical treatment for a work-related illness or injury will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. Rather, if the employee has unused sick leave, the additional absences from work will be paid using sick leave. If the employee does not have accrued sick leave, he/she may choose to substitute accrued vacation/ETO time for further work absences related to the illness or injury. If the employee does not have accrued sick or vacation/ETO time then an unpaid leave of absence may be requested.

Vacation Donation

[REDACTED] supports the idea of employees helping other employees in times of need. [REDACTED] recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/personal time or additional financial assistance to address the family emergency or personal crisis. To address this need, all

eligible employees will be allowed to donate vacation time from their unused balance to their coworkers in need in accordance with the policy, which can be found on the shared drive [REDACTED]. Please see your HR representative for more information.

Bereavement Leave

Regular full-time and part-time employees may be granted three paid days for bereavement leave in order to attend a funeral, travel or conduct other personal matters due to a death in the family. Leave may be taken for the death of immediate family members (i.e., children, siblings, brothers and sisters in-law, spouse, domestic partners, parents, parents-in-law, and grandparents).

Jury/Witness Duty

Paid time off will be granted for jury service for regular full-time and part-time employees. You will be expected to give advance notice of your obligation to serve on a jury, supply a time verification slip from the clerk of the court as evidence of having served, and work as much of the day as possible for each day you are called. If you are called for witness duty on behalf of [REDACTED], wages will be paid. Jury/witness service is mandated by law and employers cannot decline an employee's right to serve.

Time off to Vote

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off should be taken at the beginning or the end of the regular working shift, whichever allows for more free time. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote must give his/her supervisor at least two days notice.

17. Leaves of Absence

Disability Leave

An employee may request a disability leave of absence if time away from work is needed to accommodate the employee's medical condition or disability. Upon receiving a request for Disability Leave, [REDACTED] will communicate with the employee and his/her health provider to evaluate whether the employee has a qualifying disability, whether leave is a reasonable accommodation and, if so, whether the leave would cause undue hardship to [REDACTED].

This policy does not apply to pregnancy disability leave, which is outlined later in the handbook.

A leave under this policy is only for the employee's own illness or injury and will require appropriate medical documentation. Appropriate medical documentation also may be required at points throughout the leave of absence and prior to return to work.

Disability Leave of absence is unpaid; employees taking Disability Leave may be eligible for State Disability Insurance ("SDI") benefits. Employees may contact the EDD at www.edd.ca.gov to apply for SDI benefits.

Employees taking Disability Leave are not guaranteed reinstatement.

█ will continue to pay its portion of the health insurance premium for employees on approved unpaid medical leaves of absence for up to three months unless state or federal law requires otherwise. After that, the employee may self-pay premiums under the provisions of COBRA. Human Resources can give you additional information.

Employees returning from Disability Leave must submit a verification of their fitness to return to work from an appropriate health care provider. The verification must be submitted before the employee may return to work.

As we are a small firm, we cannot guarantee that a position will be available when the employee is ready to return from a medical leave of absence, except where required by law. Returning employees retain all benefits they accrued prior to the commencement of their leave, but they do not accrue vacation, seniority, or other benefits while on Disability Leave.

If an employee fails to return to work when Disability Leave ends, █ will consider the employee to have voluntarily resigned.

Pregnancy Disability Leave, Reasonable Accommodation, and Transfer

If because of pregnancy, childbirth, or a related medical condition, an employee is unable to work or perform any one or more of the essential functions of her job without undue risk to herself, the pregnancy's successful completion, or other persons, she may be entitled to pregnancy disability leave (PDL). If she is affected by pregnancy, childbirth, or a related medical condition, she may also be entitled to a reasonable accommodation or transfer.

Duration of Leave. A pregnant employee may take PDL for the duration of time determined necessary by her health care provider, up to four months per pregnancy. "Four months" means the number of days she would normally work based on her regular schedule within four calendar months (one-third of a year, equaling 17 1/3 weeks). PDL does not need to be taken in one continuous period of time and may be taken intermittently as determined necessary by the employee's health care provider (for example, to attend medical appointments). Leave may be taken in increments of no less than 15 minutes (or 0.25 hours). The PDL includes any period of time for actual disability caused by pregnancy, childbirth, or related medical condition. For example, this includes time off for severe morning sickness; prenatal or postnatal care; bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; post-partum depression; childbirth; loss or end of pregnancy; or recovery from childbirth, loss, or end of pregnancy. We treat pregnancy disability the same as we treat other disabilities of similarly-situated employees.

Transfer. If the employee's health care provider advises that a temporary transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties is medically advisable due to her pregnancy, childbirth, or a related medical condition, we will provide such a transfer if it can be reasonably accommodated. However, it is generally not reasonable for us to transfer or promote an employee to a position for which she is not qualified, create a new position, discharge another employee, or transfer another employee with more seniority.

If a health care provider provides medical certification that the employee needs to take intermittent leave or a reduced work schedule because of pregnancy, we may require her to temporarily transfer to an alternative position that meets her needs (if another position is available and she is qualified

for it). If we transfer her to another position, she will receive pay and benefits equivalent to her regular position; however, the position may not have equivalent duties.

Reasonable Accommodation. If a health care provider certifies that a reasonable accommodation is medically advisable due to pregnancy, childbirth, or a related medical condition, we will provide a reasonable accommodation by changing the work environment or in the way things are customarily done so that she is able to perform the essential functions of her job. For example, modifying work practices or rules, modifying her existing job duties, providing furniture or other modifying equipment or devices, or providing a reasonable amount of break time and use of a room or other location in close proximity to her work area for her to express milk. The employee's right to a reasonable accommodation is independent of her right to PDL; however, if she requires a reduced scheduled or time off from work as a reasonable accommodation for a pregnancy-related disability, that may be counted as PDL and reduce the four-month leave entitlement.

Notification of Need for PDL, Reasonable Accommodation, or Transfer. If an employee needs PDL, a reasonable accommodation, or transfer, she should provide [REDACTED] at least 30 days' notice if possible. Otherwise, her PDL, reasonable accommodation, or transfer may be delayed. If 30 days' advance notice is not possible, notice must be given as soon as practical.

If an employee needs PDL for planned appointments or medical treatment, she should consult with her supervisor so we can ensure she can take the time off with minimal disruption to our operations.

Medical Certification. The employee must provide [REDACTED] with a written certification from a health care provider describing her need for PDL, reasonable accommodation, or transfer. The certification must be returned within 15 calendar days of her request for PDL, reasonable accommodation, or transfer, if possible. Otherwise, the PDL, reasonable accommodation, or transfer may be delayed. The certification for PDL should contain: (1) a statement that the employee needs leave because she is disabled by pregnancy, childbirth or related medical condition; (2) the date on which she became disabled; and (3) the estimated duration of the leave. If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: (1) a description of the requested reasonable accommodation or transfer; (2) a statement that describes the medical advisability of the reasonable accommodation or transfer; and (3) the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration.

As a condition of the employee's return from PDL, she must provide [REDACTED] with a release to return to work from her health care provider.

Leave is Unpaid. PDL is unpaid by [REDACTED]. However, at the employee's option, they may use ETO and/or sick leave as part of the PDL before taking the remainder of her leave on an unpaid basis. [REDACTED] may require an employee to use accrued, unused sick leave during PDL.

We encourage employees to contact the Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of PDL.

Return to Work. When the PDL, reasonable accommodation, or transfer ends, the employee generally will be reinstated to the same position she held prior to the leave, or, in certain instances, to a comparable position. If the employee is on PDL and does not return to work on the originally-scheduled return date or request in advance an extension with appropriate medical documentation, she may be deemed to have voluntarily resigned her employment. If the employee takes additional, [REDACTED]-approved leave immediately following her PDL, her right to reinstatement will be determined by [REDACTED] policy regarding that type of leave, not by this policy.

Failure to notify [REDACTED] of the ability to return to work when it occurs, or an employee's continued absence from work because her leave must extend beyond the maximum time allowed, may also be deemed a voluntary resignation of employment in certain circumstances.

Benefits and Seniority Date. While on PDL, the employee may continue to participate in group health insurance coverage (if she participated in the plan before her PDL) under the same terms as if she remained working. In some instances, [REDACTED] may recover from the employee premiums paid to maintain health coverage if she fails to return to work following PDL.

Taking PDL may affect certain other benefits and seniority date. Please contact Human Resources with questions.

Request for Additional Time Off. If an employee exhausts her right to PDL under this policy, she may be entitled to additional time off. If the employee continues to be disabled at the conclusion of her PDL, she may be entitled to additional leave as a reasonable accommodation. Please refer to the “Reasonable Accommodation” and “Personal Medical Leave” policies for additional information.

The employee will not earn any additional time off during any unpaid portion of PDL, even if she used paid time off during her leave.

Paid Family Leave Insurance

Paid Family Leave (“PFL”) Insurance, which is administered by the Employment Development Department (“EDD”) and not [REDACTED], is a partial wage replacement benefit paid to workers who suffer a wage loss when they take time off work for either of the following reasons: (1) to care for a seriously ill family member, or (2) to bond with a new child during the first year after the birth or placement of the child in connection with foster care or adoption. All employees are eligible for a maximum of six weeks of State-paid benefits in a 12-month period. These benefits are funded entirely through employee contributions that are deducted from wages pursuant to applicable law.

If an employee is absent for a reason that qualifies him/her for PFL payments, he/she is required first to use any accrued and unused vacation, up to a maximum of five days in a 12-month period. Thereafter, at the employee's option, PFL benefits may be supplemented with any accrued and unused vacation (as PFL benefits do not replace all of the employee's usual wages).

PFL does not create any rights to a leave of absence or reinstatement, but simply provides partial wage replacement for qualified employees. Employees must meet all EDD eligibility requirements to qualify for PFL benefits.

Human Resources has informational brochures created by the EDD for interested employees. Employees may contact the EDD or gather additional information regarding PFL benefits by visiting www.edd.ca.gov.

Personal Leaves of Absence (Unpaid): Regular full-time and part-time employees who have completed at least 12 months of service may request a personal leave of absence for up to 30 days in a 12-month period for personal reasons other than those provided in any particular policies in this manual.

A personal leave of absence is unpaid. Employees must exhaust their accrued vacation/ETO and sick leave, if applicable, before they begin an unpaid personal leave of absence.

Employees should submit a request for leave of absence as soon as possible before the leave is to begin. Approval is granted at the sole discretion of [REDACTED] before the leave begins.

■ will continue to pay its portion of health insurance premiums for employees on unpaid personal leaves of absence up to the end of the first month of unpaid leave, unless state or federal law requires otherwise. After that, the employee may self-pay premiums under the provisions of COBRA. The Finance and Administration Services Department can give you additional information.

As we are a small firm, we cannot guarantee that a position will be available when the employee is ready to return from a personal leave of absence, except where required by law. Returning employees retain all benefits they accrued prior to the commencement of their leave, but do not accrue vacation/ETO, sick leave, seniority, or other benefits while on unpaid leave.

If an employee fails to return to work when Personal Leave ends or request an extension, ■ may consider the employee to have voluntarily resigned.

Military Leave: ■ does not have a paid military leave policy; however ■ will approve requests for time off without pay to meet military obligations, reserve or otherwise. Employees who wish to serve in the military and take military leave are asked to coordinate leave with the needs of ■ whenever possible with as much advance notice as possible. Please contact the Finance and Administration Department for information about rights before and after such leave. You are entitled to reinstatement upon completion of military service provided you return or apply for reinstatement within the time allowed by law.

California Family Military Leave

Employees who work an average of 20 or more hours per week may be eligible for an unpaid leave of absence for up to ten (10) days to spend with their spouse or registered domestic partner who is a “qualified member” of the U.S. Armed Forces, National Guard or Reserves. A “qualified member” is a member of the U.S. Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or a member of the National Guard or Reserves who has been deployed during a period of military conflict.

The employee must provide ■ with a written request for the leave within two (2) business days of receiving official notice that the qualified member will be on leave from deployment. The employee must also provide documentation certifying that the qualified member will be on leave from deployment during the time that the employee requests the leave. Available vacation may be used during this leave.

School Activities Leave

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one (1) to 12 or in a licensed daycare facility may take time off for a school activity;
- The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide as much advance notice as possible to their manager;

- If both parents are employed by ■■■, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her manager;
- Employees must use accrued vacation time in order to receive compensation for this time off;
- Employees who do not have vacation time available may take the time off without pay, and
- Employees must provide their manager with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her manager as soon as possible before leaving work.

Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave. Employees may request leave if involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure the health, safety, or welfare for themselves or their child.

Employees should provide notice and certification of the need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

■■■ will, to the extent allowed by law, maintain the confidentiality of employees requesting leave under this provision.

The length of unpaid leave employees may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993.

Victims of Crime Leave

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- The employee must be the victim of a crime, or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before an employee is absent for such a reason, he/she must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless the employee chooses to take paid time off, such as vacation.

Volunteer Civil Service Leave

Employees who are registered volunteer firefighters and emergency rescue personnel may take unpaid time to service when called for duty. Employees who are called to perform emergency duty during work hours should alert their supervisor before leaving █ premises.

Civil Air Patrol Leave

Employees who are volunteer active duty members of the California Wing of the Civil Air Patrol will be authorized to respond to an emergency operation of the Civil Air Patrol. Such employees must have been employed for at least 90 days.

Organ and Bone Marrow Donor Leave

Employees may take paid time off for the purpose of donating an organ or bone marrow to another person if █ employs at least 15 employees. Employees requesting this leave must complete a written request including verification that he/she is the donor and that there is a medical necessity for the donation. Requests must be submitted to the employee's manager as far in advance as possible.

Employees donating an organ will be provided up to 30 paid business days within a one year period. Organ donors must use up to two weeks of accrued but unused sick or vacation/ETO leave at the onset of the leave.

Employees donating bone marrow will be provided up to five paid business days within a one year period. Bone marrow donors must use up to five days of accrued but unused vacation/ETO or sick at the onset of the leave.

The one year period is measured from the date the employee's leave begins and runs for 12 consecutive months afterward.

Leave may be taken in one or more periods.

During the Donor Leave period the employee's salary will be paid as normally scheduled, as well as the employer's usual contribution toward the employee's medical premium costs. The leave will not be considered a break in service for any salary adjustments, benefit plans, time off accruals, or seniority. Donor Leave does not run concurrently with Family and Medical Leave or the California Family Rights Act Leave.

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

18. Salary, Job Duties, Evaluations, and Personnel Files

Salary Levels

■■■■ title and pay plan lists specific job categories and their assigned salary ranges.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of ■■■■. Your cooperation and assistance in performing such additional work is expected.

■■■■ reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Date of Employment

An individual's first day of work shall be his/her date of employment and employment anniversary date. Date of employment is used to determine fringe benefit eligibility and remains unchanged throughout a continuous period of employment.

Evaluation Date and Process

A new hire will receive a performance evaluation after completing his/her first 90 days of continuous employment at ■■■■. The annual performance evaluation date is the anniversary of the date of employment. However, certain circumstances may result in a change to the evaluation date such as:

- When an employee is promoted and/or receives a salary adjustment of 5% or more; such effective date will then be the employee's evaluation date.
- When a temporary employee converts to regular full-time or part-time status, the evaluation anniversary date is the effective date of the status change.
- Employees who have been on leave of absence (including all disability leaves) for three months or more will have their evaluation date changed to adjust for the amount of time taken for the leave.

The performance evaluation is an interactive process designed to provide constructive feedback to employees and set goals for continued growth and development. Employees who disagree with their evaluation may submit a written rebuttal.

Personnel File Inspection

████ will maintain a personnel file for each employee. Any changes in an employee's personal data should be reported to the Finance and Administration Department so that these data are kept current and correct.

Employees have a right to inspect and receive a copy of certain documents in their personnel files, as provided by law, in the presence of a Company representative at a mutually convenient time. Access will be granted within 30 days of the written request. Employees also may add their comments to any disputed item in their files.

Employees and former employees may be charged for the cost of copying personnel records.

████ will restrict disclosure of employees' personnel files to authorized individuals within █████. Any request for information contained in personnel files must be directed to the Finance & Admin Director who is the only person authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, █████ will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

████ is required by law to keep current all employees' names and addresses. Employees are responsible for notifying the Finance & Admin Director in the event of a name or address change.

Employee References and Verification of Employment

All requests for references and verification of employment must be directed to a supervisor or the Executive Director. No other manager or employee is authorized to release references for current or former employees.

19. Employee Benefits

████ offers group insurance plans designed to provide personal security for employees and their dependents and domestic partners. █████ offers medical, dental, vision, and life insurance coverage. Booklets delineating the provisions of each insurance plan including participation, coverage, limitations, and filing of claims are available from the Finance and Administration Department. It is the employee's responsibility to file claims properly and promptly. Delay may result in your claim being ineligible for payment.

Health Insurance Benefits

All positions that work 30 or more hours in one workweek are eligible to participate in █████ health care plans, as outlined in the offer letter the employee receives at hire. Eligibility to enroll is on the first day of the following month of hire or otherwise required by law. Temporary employees are not eligible.

████ will pay a portion of the premiums for medical, dental, and vision insurance coverage for each regular full-time and part-time employee enrolled in the plans. Contact the Finance and

Administration Department to learn the portion of the premiums paid by [REDACTED]. The employee portion of health care premiums shall be paid through payroll deductions.

[REDACTED] also offers medical, dental and vision insurance coverage for spouses/domestic partners and eligible dependents; premiums for these individuals are the responsibility of the employee.

Life Insurance

Life insurance of \$50,000 is provided for each [REDACTED] employee and premiums are fully employer paid.

Disability Insurance

Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at [REDACTED], or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Disabilities covered by workers' compensation are excluded from short-term disability coverage.

Unemployment Compensation

[REDACTED] contributes each year to the California Unemployment Insurance Fund on behalf of our employees.

Social Security

Social Security is an important part of every employee's retirement benefit. [REDACTED] pays a matching contribution to each employee's Social Security taxes.

Workers' Compensation

[REDACTED] purchases a workers' compensation insurance policy to protect employees injured at work. The policy covers employees in case of occupational injury or illness. It is the employee's responsibility to notify a member of management immediately if injured while working.

Employee Assistance Program

The [REDACTED] Employee Assistance Program (EAP) is a benefit to all employees and their dependents. EAP is confidential and it is intended to help employees deal with personal problems that might adversely impact their work performance, health, and well being. EAP services generally include assessments, short-term counseling, and referral services for employees and their dependents. [REDACTED] will not receive information about which employees access EAP, or any information disclosed during EAP visits.

COBRA

If you lose health benefits due to a reduction in hours (below 30 hours per workweek), termination of employment, an over-age dependent child, or some other eligible qualifying event, you may be eligible to continue health benefits for yourself and/or your covered dependents at your own expense through COBRA. If you have a qualifying event, you will receive information on COBRA.

Individual Retirement Annuity

[REDACTED] offers a voluntary 403(b) employee savings plan. [REDACTED] involvement is limited to administering your salary reduction agreement. According to the Internal Revenue Service, participants in a 403(b)

plan do not pay income tax on allowable contributions until such funds are withdrawn, usually at retirement. Additionally, investment gains on these funds are not taxed until funds are withdrawn.

Enrollment begins after eligibility requirements are met. ■■■ has contracted a financial entity—currently TIAA-CREF—to administer the plan. The plan administrator provides all the information relevant to the 403(b) plan and provides a special booklet explaining the plan. Employees can obtain additional copies of the booklet from the Finance and Administration Department.

■■■ 403(b) is currently employee self funded. Employees should complete the enrollment form provided by the plan administrator to participate and submit to the Finance and Administration Department. Contributions are made through payroll deduction and submitted to the ■■■ 403(b) account on the employees' behalf.

It is outside the scope of responsibilities of ■■■ management and staff to provide financial advice to employees. Questions regarding investments, rollover provisions, or other plan matters will be answered by the plan administrator. The 403(b) plan administrator will provide the services of a financial consultant at no charge.

20. Separation Process

Voluntary Separation

Voluntary separation results when an employee voluntarily resigns his/her employment at ■■■ or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his/her supervisor.

If you anticipate having to resign, we would appreciate the professional courtesy of receiving notice at least two weeks in advance of the date that you must leave and the reason for your resignation. Although this notice is not required, it is requested to allow us time to find and train a replacement.

All ■■■-owned property, including vehicles, mobile devices, keys, uniforms, identification badges, and credit cards, must be returned immediately upon separation of employment.

Voluntary and Involuntary Separation Process

■■■ property: All ■■■-owned/managed property (uniforms, keys, credit cards, equipment, etc.) must be returned immediately at the time employment is separated. The value of any such item not returned, or the cost of damage must be paid back to ■■■ by the employee at or before the time of separation. This policy also applies to any debt owed to ■■■ by the employee. In addition, personal expense reports must be submitted at or before the time of separation.

Exit interview: The exit interview occurs on your last day of employment. This interview will include verification that all property has been returned prior to releasing your final check and to give you COBRA and other insurance continuation information.

Final day of employment: The effective date of separation is your final day of work. Any earned but unused vacation/ETO time will be paid in your final check, but the time may not be used to extend your termination date. Paychecks for involuntarily separated employees will be issued on the final day of work.

Reductions in Workforce

Under some circumstances, ■■■ may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, ■■■ will attempt to

provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, [REDACTED] will take into account, among other things, operations and requirements, the skill, productivity, ability and past performance of those involved, and also, when feasible, the employee's length of service.

21. Safety and Health

Preventing Violence in the Workplace

[REDACTED] is committed to providing its employees a safe work environment. [REDACTED] will not tolerate any violent or threatening behavior by or toward our employees. This policy prohibits actual or threatened violence against any person on [REDACTED] premises, at any [REDACTED]-sponsored event, and/or while engaging in any [REDACTED]-related activity. Safety and security in the workplace is every employee's responsibility. [REDACTED] relies upon employees' compliance with this policy to achieve our goal of providing a violence-free workplace. Some examples of conduct that violates this policy include:

- Threats of any kind;
- Physically aggressive or violent behavior;
- Intimidating or harassing behavior, including bullying; or
- Sabotage or destruction of any [REDACTED]-property or property of any employee.

Additionally, [REDACTED] strictly prohibits the possession of any weapon, firearm, or other dangerous objects or material of any kind on [REDACTED]-premises or at any [REDACTED]-related event.

Any conduct violating this policy, including any threats of or actual violence, both direct and indirect, must be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public.

All suspicious individuals or activities must be reported as soon as possible to a manager. Anyone receiving a report of a violation of this policy must also report the matter immediately to a manager.

Security

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances or exits, and service areas. Report any suspicious persons or activities to your supervisor or other employees. Secure your desk, office, or other work area at the end of the day. When called away from your work area for an extended length of time, do not leave valuable and/or personal articles where others can access them. You should immediately notify your supervisor when keys, security cards, and other security-related items are missing.

Safety Policy

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor. In compliance with California law, and to promote the concept of a safe workplace, [REDACTED] maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees in the

break room. Questions and issues regarding the Injury and Illness Prevention Program are to be directed to the Safety Officer.

■ or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Hazardous and Toxic Materials

If your assignment involves the use of hazardous or toxic materials, you must comply with all laws, rules, and regulations concerning their safe handling and disposal as published by ■ in the Material Safety Data Sheets Manual kept in the break room and by government agencies having jurisdiction over such matters. Consult your supervisor for details and/or refer to product labeling or Material Safety Data Sheets for information regarding exposure to such materials.

Employee Health

You should inform your supervisor if you are taking medication or have any health conditions that may pose a direct threat to your safety and health or the safety and health of others. In such cases, the name and telephone number of your physician should be on file with ■. At the discretion of your supervisor, you may be required to provide a statement from your physician or a physician appointed by ■ certifying your ability to work safely and productively.

22. Vehicles and Equipment

Authorized Operators of ■ Vehicles

Authorized Use: ■ vehicles are to be operated only by authorized personnel and only for purposes incidental to the business of the ■.

Vehicles are not to be operated by family members or friends of an employee, or any other unauthorized person. Volunteers are not authorized to drive ■ vehicles although may be a passenger. Passengers are restricted to ■ volunteers. The ■ liability insurance does not cover passengers other than ■ volunteers.

If your volunteer passenger is younger than 18 years of age you must have another volunteer or staff member in the vehicle with you. Other authorized users of ■ vehicles, outside of staff must go through Risk Management for pre-qualifying to drive company vehicles.

Safe Operation: Vehicle operation in the course of your employment with the ■ must display the highest level of safe driving habits and the highest standard of roadway courtesy. Failure to comply with all local, state, and federal traffic laws may lead to disciplinary action up to and including discharge. A good safety record is the result of a safe vehicle, safe working conditions combined with the driver's (and passenger's) alertness, safety and defensive driving practices.

Do not attempt to jumpstart vehicles 1998 or newer due to changes in vehicles, which could damage computer systems, etc. Jumpstart procedure should be practiced only with experienced persons present. If unable to jumpstart, call a tow truck, or take the battery in to get charged.

Fire extinguisher and flares are located in all [REDACTED] vehicles, please use these items cautiously. In case of vehicle fire, evacuate immediately. In case of vehicle breakdown, pull to the side of the road, turn on hazard lights and call for assistance. Stay in your vehicle until help arrives.

Seat Belts: As required by law, employees must wear seat belts at all times when operating or riding in any vehicle during the course of their work with the [REDACTED]. All passengers must wear seat belts. Also each vehicle should have a first aid kit.

Collision: If during the course of your employment, you are involved in a collision resulting in property or vehicle damage or any personal injury, management must be immediately notified and a police report completed and filed. In addition, a vehicle accident report will be immediately completed and turned in to the Vehicle Control Officer for reporting to the insurance carrier and for reviewing the accident. Employees found to be at fault in damage and/or a collision may be required to pay all or a portion of the [REDACTED] cost of repair and/or subject to disciplinary action up to and including discharge.

Vehicle Operation: Before operating a vehicle for the first time, you must have the approval of your supervisor or the person responsible for the specific vehicle. Follow all instructions carefully! Get familiar with your assigned vehicle. If there is a mechanical or safety problem, notify your supervisor or the people responsible for the vehicle immediately; do not attempt to make repairs without their authorization and do not operate the vehicle.

Staff assigned [REDACTED] vehicles are expected to keep up routine maintenance such as oil changes, smog, proper tire pressure, etc. When possible the vehicle coordinator will assist in this process. Please place any maintenance records or receipts in the box of the vehicle coordinator.

Please be aware of loading zones and do not block vehicles without a way to move them when necessary.

Use only 87 Octane (Regular) when filling your [REDACTED] vehicles with gasoline.

Spare keys will be made and distributed by the vehicle coordinator or management. It is prohibited for others to make or distribute spare keys to [REDACTED] vehicles.

Driver's Licenses and Driving Records: Any employee, as a part of his/her duties, that has to operate [REDACTED] or personal vehicles for work must hold a valid driver's license and possess an acceptable driving record. Any change in the status of your driver's license and driving records must be immediately reported to your Supervisor and the Vehicle Control Officer. Having a driving record that is unacceptable to management or the Tree Foundation's insurance carrier, or failure to make prompt notification of a change in your driving record or of a driver's license suspension or restriction may result in loss of driving privileges and/or disciplinary action up to and including discharge. The [REDACTED] has the right to conduct periodic checks of your driving record.

Personal Use: No personal use of [REDACTED] vehicles is allowed except when authorized in advance by your Supervisor or the Executive Director. Authorization is limited to minor personal errands.

Employee's family or friends are not to drive a [REDACTED] vehicle at any time. Any driving off hours of the vehicle will not be covered by [REDACTED] vehicle insurance and becomes the sole financial responsibility of the employee.

Vehicle Usage Overnight: For efficiency's sake, and with pre-approval from both your Supervisor and the Vehicle Control Officer, an employee may on occasion take a [REDACTED] vehicle home overnight. While a [REDACTED] vehicle is at your home, it must be properly secured and locked. If [REDACTED] property is inside the vehicle, the vehicle must be either stored overnight in your garage, or the property removed from the vehicle. If you leave your personal vehicle in the nursery yard while you are driving a company vehicle, you leave your vehicle at your own risk.

[REDACTED] is not responsible for any personal items stolen by parking the vehicle in a personal driveway or street overnight.

Cell Phones: Using a cell phone while driving an [REDACTED] vehicle is prohibited. It is recommended that the vehicle operator park in a safe area to use the cell phone.

Texting & iPads: Texting while driving is illegal and is prohibited while operating a [REDACTED] vehicle. Any moving violations will not be reimbursed by [REDACTED] and is grounds for dismissal.

Please use your best judgment using iPads. We recommend not using [REDACTED] iPad during driving, even GPS navigation.

Smoking: No smoking is authorized in [REDACTED] vehicles.

Cleanliness: [REDACTED] vehicles must remain clean and orderly. Garbage must be removed immediately. Paper and general supplies must be stored and transported in safe and organized fashion. Vehicle outer body and windows should be cleaned regularly for safety and to maintain a professional appearance.

Monthly Inspections: Each staff assigned an [REDACTED] vehicle will conduct a monthly inspection of your [REDACTED] vehicle. The vehicle inspection sheet will be used to record monthly inspections (available in the file cabinet in the copy room) and placed in the box of the vehicle coordinator no later than the first Monday of each month. All drivers must carry out pre-trip inspections before driving any company vehicle.

Personal Vehicles

Proof of insurance: Where an employee is required to use his/her privately-owned vehicle in order to perform [REDACTED] business regularly, the employee will furnish a Certificate of Insurance naming [REDACTED] as an additional insured. In all other instances where privately-owned vehicles are used for [REDACTED] business, the employee will furnish evidence of current automobile liability insurance (no minimum) as required by state law.

Parking: Personal vehicles are to be parked in designated employee parking areas. Parking while at work is at your own risk with no liability on the part of [REDACTED]. Protect your property by locking your doors.

[REDACTED] is not responsible for an employee's parking tickets, traffic violations and fines.

Operating Equipment

Before operating equipment for the first time, you must have the approval of your supervisor and the person responsible for the equipment, as well as proper training or certification. Follow all instructions carefully. If there is a mechanical problem, notify your supervisor and the person responsible for the equipment immediately. Do not attempt to make repairs without their authorization.