



EMPLOYEE



Fallbrook Regional
HEALTH DISTRICT

EMPLOYEE HANDBOOK

www.fallbrookhealth.org

August 14, 2024



<u>GENERAL EMPLOYMENT POLICIES</u>	<u>5</u>
INTRODUCTORY STATEMENT	5
AT-WILL EMPLOYMENT STATUS	5
RIGHT TO REVISE	5
EQUAL OPPORTUNITY	6
COMMITMENT TO DIVERSITY	7
HARASSMENT DISCRIMINATION AND RETALIATION PREVENTION	7
HARASSMENT PREVENTION AND TRAINING	7
NON-DISCRIMINATION	8
ANTI-RETALIATION	8
REASONABLE ACCOMMODATION	8
COMPLAINT PROCESS	9
<u>HIRING</u>	<u>11</u>
EMPLOYMENT CLASSIFICATIONS	11
REGULAR EMPLOYEES	11
FULL-TIME EMPLOYEES	11
PART-TIME EMPLOYEES	11
INACTIVE STATUS	11
HEALTH BENEFITS EXTENSION (COBRA)	11
JOB DUTIES	11
NEW HIRES	12
<u>TIME OFF AND LEAVES OF ABSENCE</u>	<u>13</u>
BEREAVEMENT LEAVE	13
DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE AND ACCOMMODATION	13
DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE FOR TREATMENT	13
EXTENDED MEDICAL LEAVE	14
SUBSTITUTION OF PAID LEAVE	15
TIME ACCRUAL	15
JURY DUTY AND WITNESS LEAVE	15
FEES PAID BY THE COURT	15
MILITARY LEAVE	15
PERSONAL LEAVE	15
PREGNANCY DISABILITY LEAVE	16
SCHOOL APPEARANCES INVOLVING SUSPENSION	17
SICK LEAVE	17
ELIGIBLE EMPLOYEES	18
SICK PAY AMOUNT	18
QUALIFYING REASONS FOR PAID SICK LEAVE	18
USE OF PAID SICK LEAVE	19
USE OF PAID SICK LEAVE BEFORE UNPAID LEAVE	19
TIME OFF FOR VOTING	19
VACATION	19
VACATION ACCRUAL FROM FIRST DAY	20
USE OF VACATION BEFORE UNPAID LEAVE	20
VICTIMS OF CRIME LEAVE	20

VOLUNTEER CIVIL SERVICE PERSONNEL	21
<u>BENEFITS</u>	<u>22</u>
BENEFITS OVERVIEW	22
RETIREMENT PLAN	22
HOLIDAYS	23
LACTATION ACCOMMODATION	23
PAID FAMILY LEAVE	24
PROFESSIONAL DEVELOPMENT	24
EDUCATION ASSISTANCE PROGRAM	25
STUDENT LOAN REPAYMENT ASSISTANCE	26
WORKERS' COMPENSATION	26
PAID SICK LEAVE AND WORKERS' COMPENSATION BENEFITS	26
<u>EMPLOYEE MANAGEMENT</u>	<u>28</u>
EMPLOYEE PROPERTY	28
EMPLOYMENT OF RELATIVES	28
NAMES AND ADDRESSES POLICY	28
OPEN-DOOR POLICY	28
PERFORMANCE EVALUATIONS	29
PERSONNEL RECORDS	29
REMOTE WORK	30
REMOTE WORK SAFETY	30
REMOTE WORK PLAN	30
HOURS OF WORK FOR REMOTE WORKERS	31
ATTENDANCE AT MEETINGS	31
COSTS ASSOCIATED WITH REMOTE WORK	31
EMERGENCY CLOSING	31
WORKPLACE PRIVACY - AUDIO/VIDEO RECORDINGS	31
PRIVACY—SOCIAL SECURITY NUMBERS	32
<u>DISTRICT PROPERTY</u>	<u>33</u>
EMPLOYER PROPERTY	33
GUESTS AND VISITORS	33
HOUSEKEEPING	34
OFF-DUTY USE OF FACILITIES	34
PROHIBITING PERSONAL USE OF DISTRICT CELL PHONE S	34
SMOKING	34
SOLICITATION AND DISTRIBUTION OF LITERATURE	34
<u>EMPLOYEE CONDUCT</u>	<u>35</u>
BUSINESS CONDUCT AND ETHICS	35
CONDUCTING PERSONAL BUSINESS	35
CONFIDENTIAL INFORMATION	35
SOCIAL MEDIA ACCEPTABLE USE	35
CONFLICTS OF INTEREST	37
DRESS CODES AND OTHER PERSONAL STANDARDS	37

FITNESS EQUIPMENT	38
DRUG AND ALCOHOL ABUSE	38
NEWS MEDIA CONTACTS	39
OTHER EMPLOYMENT	39
PROHIBITED CONDUCT	39
PROHIBITED USE OF CELL PHONE WHILE DRIVING	40
PUNCTUALITY AND ATTENDANCE	41
<u>WAGES</u>	<u>42</u>
ADVANCES	42
EXPENSE ACCOUNTS	42
MAKEUP TIME	42
MEAL AND REST PERIODS	43
REST BREAKS	43
NUMBER OF REST BREAKS	43
TIMING OF REST BREAKS	43
MEAL PERIODS	44
TIMING OF MEAL PERIOD	44
SECOND MEAL PERIOD	44
TIMING OF SECOND MEAL PERIOD	44
RECORDING MEAL PERIODS	44
OVERTIME FOR NONEXEMPT EMPLOYEES	44
BILINGUAL PAY	45
PAY FOR MANDATORY MEETINGS/TRAINING	45
PAYMENT OF WAGES	46
TIMEKEEPING REQUIREMENTS	46
REPORTING-TIME PAY	47
WORK SCHEDULE	47
HOLIDAY TIME	47
OVERTIME	47
SICK AND VACATION TIME	47
<u>SAFETY AND HEALTH</u>	<u>48</u>
EMPLOYEES WHO ARE REQUIRED TO DRIVE	48
ERGONOMICS	48
HEALTH AND SAFETY	48
MEDICAL TESTING	48
RECREATIONAL ACTIVITIES AND PROGRAMS	49
SECURITY	49
WORKPLACE VIOLENCE	49
<u>TERMINATION</u>	<u>51</u>
EMPLOYEE REFERENCES	51
PROGRESSIVE DISCIPLINE AND INVOLUNTARY TERMINATION	51
REDUCTIONS IN FORCE	51
VOLUNTARY RESIGNATION	51

Welcome

Introductory Statement

Welcome! As an employee of the Fallbrook Regional Health District (the “District”), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the District.

This employee handbook is intended to explain the terms and conditions of employment of all full- and part-time employees. Written employment contracts between the District and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your CEO will be happy to answer any questions you may have.

The District adheres to all Federal, State, and local employment laws, and no policy within this handbook is intended to override or supersede these legal requirements.

General Employment Policies

At-Will Employment Status

District personnel are employed on an at-will basis. This means that the employment relationship may be terminated at any time with or without reason or advance notice by either the employee or the District. Nothing in this handbook limits the right to terminate at-will employment.

No employee or representative of the District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO of the District has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms of employment.

Right to Revise

This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued employee policies and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook at any time, except for the policy of at-will employment.

Any written changes to this handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook contains the entire agreement between you and the District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Nothing in this statement is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

Equal Opportunity

The District provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Commitment to Diversity

The District is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the District and are valued for their skills, experience, and unique perspectives. This commitment is embodied in District policy and the way we conduct business at the Fallbrook Regional Health District.

Harassment Discrimination and Retaliation Prevention

The District expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

The District will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the District's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the CEO. The District will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the CEO or Legal Counsel.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Harassment Prevention and Training

The District's policy prohibiting harassment applies to all persons involved in the operation of the District. The District prohibits harassment, disrespectful or unprofessional conduct by any employee of the District, including supervisors and co-workers. The District's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful, or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances, as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by District policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

All employees shall be required to participate in a District sponsored harassment education and training course within six months of hire and at least once every two-years thereafter. The training programs offered by the District comply with all local, state, and federal requirements.

Non-Discrimination

The District is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in District operations. The District prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the District, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the District is not obligated to disclose the wages of other employees.

Anti-Retaliation

The District will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and the District will not tolerate or permit retaliation by management, employees, or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District 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 undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the CEO and discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee, or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the CEO and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

The District will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to the CEO or alternatively to the District's Legal Counsel following as soon as possible after the incident.

You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact either the CEO or the District's Legal Counsel. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The District encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov/ and www.eeoc.gov.

Management must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the District's Legal Counsel, so the District may resolve the complaint.

When the District receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The District will reach reasonable conclusions based on the evidence collected.

The District will maintain confidentiality to the extent possible. However, the District cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution;
- Closed in a timely manner.

If the District determines that harassment, discrimination, retaliation or other prohibited conduct has occurred; appropriate and effective corrective and remedial action will be taken in accordance

with the circumstances involved. The District will also take appropriate action to deter future misconduct.

Any employee determined by the District to have engaged in harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Hiring

Employment Classifications

Exempt

An employee who is in a position that is exempt from Federal and State wage and hour laws relating to the payment of overtime compensation.

Non-Exempt

An employee who is in a position that is not exempt from Federal and State wage and hour laws relating to the payment of overtime compensation. Employees in these positions are paid hourly and are eligible for overtime compensation.

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work at least 32 hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 32 hours per week. Part-time employees are eligible for prorated holiday benefits. Health benefits are not available to part-time employees.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal, or local leave of absence will be placed on inactive status.

Health Benefits Extension (COBRA)

Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense.

Contact the CEO for more information.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Please keep in mind 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 department or the District. Your cooperation and assistance in performing such additional work is expected.

The District 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.

New Hires

The first 90 days of continuous employment at the District is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with co-workers and determine whether or not you are happy with your job. Management will closely monitor your performance.

Completion of the introductory period does not entitle you to remain employed by the District for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the District.

Time Off and Leaves of Absence

Bereavement Leave

The District grants paid leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner/significant other, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to five (5) consecutive scheduled workdays off with pay with the approval of the District. Other important people in the employee's life may be considered for inclusion within this leave policy, such accommodations should be discussed with the CEO. The CEO may approve additional unpaid time off in the event additional time off is needed; a request may be made to use any available accrued vacation time to cover the absence. Documentation may be required to support the bereavement leave benefit (i.e. obituary, a prayer card, or program from the funeral services).

For more information visit https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/04/Bereavement-Leave_AB-1949_FAQ_ENG.pdf

Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

If you are the victim of domestic violence, sexual assault or stalking, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a legal action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact the CEO.

If you need a reasonable accommodation for your safety at work, contact the CEO. If you are requesting a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the District will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. The District may request recertification every six months. Please notify the District if an approved accommodation is no longer needed.

The District will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Domestic Violence, Sexual Assault or Stalking Leave for Treatment

Employees who are victims of domestic violence, sexual assault or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the CEO.

The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act (FMLA) for eligible employees.

Extended Medical Leave

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the District's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. The CEO will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. The District makes no guarantees of

reinstatement, and your return will depend on your qualifications for existing openings. The District will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodations should contact the CEO and discuss the need for an accommodation.

Substitution of Paid Leave

Generally, leave is unpaid. The District may require, or you may choose, to use accrued paid leave while taking leave. In order to use paid leave, you must comply with the District's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact CEO.

Time Accrual

Please contact the CEO with any questions regarding accrual of other District provided paid leave benefits (such as vacation, or sick leave) during unpaid leave.

Jury Duty and Witness Leave

The District encourages employees to serve on jury duty when called. Non-exempt employees who have completed their introductory periods will receive full pay while serving up to ten (10) days of jury duty. Exempt employees will receive full salary unless they are absent for a full week and perform no work. You should notify the CEO of the need for time off for jury duty as soon as a notice or summons from the court is received. You are required to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

Employees may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave

Employees who wish to serve in the military and take military leave should contact the CEO for information about their 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.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of the CEO. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the CEO as early as possible. Please make an appointment with the CEO to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of a physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- The District will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform the District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days' advance notice before the PDL or transfer is to begin. Consult with the CEO regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of a health care provider.
- For emergencies or events that are unforeseeable, we need you to notify the District, at least verbally, as soon as practical after you learn of the need for the leave.
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by a health care provider. You must provide the District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the District. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health care provider.
- Leave returns will be allowed only when a health care provider sends a release; the release to work should indicate whether the employee is released to full duty, with or without restrictions.
- You are allowed to use accrued sick time (if otherwise eligible to take the time) during PDL. You are allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during PDL.

- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transfer to an alternative position can include altering an existing job to better accommodate your need for intermittent leave or a reduced work schedule. This will be evaluated through the interactive process using the healthcare provider's restrictions as a basis to identify reasonable accommodations, if any.

When your health care provider releases you to return to work, from PDL, you will be reinstated to your same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the District can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please contact the CEO for more information.

School Appearances Involving Suspension

If you are the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, you should alert your supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

Sick Leave

The District grants paid sick leave to employees to guard against loss of earnings due to illness. Supervisors have the principal responsibility for the proper and consistent application of the sick leave policy. Abuse of sick leave in any form can have serious impact on the morale and effectiveness of all members of a group or office.

- California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). The District's paid sick leave policy complies with the requirements of the Act and the Americans with Disabilities Act (ADA).
- You cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact the CEO.

Eligible Employees

All eligible employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

However, employees are not eligible to take paid sick time until they have worked for the District for 30-days from their date of hire.

Sick Pay Amount

- Eligible full-time employees earn sick leave at the rate of 3.08 hours of paid sick time per pay period. At a minimum, employees will have at least 24 hours of paid sick time by the 120th calendar day of employment, each calendar year or in each 12-month period.
- Eligible part-time employees earn sick leave at 1.0 hour of sick leave for every thirty (30) hours worked.

You will need to meet a 30-day employment requirement before taking any accrued and available leave. Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

Employees may earn a maximum of 240 hours paid sick time. After you have reached this maximum amount, no additional paid sick time will be earned until some or all of your accrued paid sick time is used. In the case of separation, the District does not pay employees for unused paid sick leave.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below;
- Preventive care for an employee or an employee's covered family member;
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child; a "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child;
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner; a parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent;
 - A spouse;
 - A registered domestic partner;
 - A grandparent;
 - A grandchild;
 - A sibling

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to the CEO. If the need for paid sick leave is not foreseeable, provide notice to the CEO as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law. Accrued and available sick leave may be used to cover waiting periods for disability insurance or paid family leave benefits with the State of California.

Paid sick leave can be used in one (1) hour increments.

Use of Paid Sick Leave Before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused sick leave before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use sick leave before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you are taking and/or any applicable federal and state leave requirements. Please contact the CEO to discuss coordination of your benefits.

Time Off for Voting

If you do not have sufficient time outside of working hours to vote in an official statewide election, you may take off enough working time to vote, including up to two hours off without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. When possible, an employee requesting time off to vote shall give their supervisor at least two working days' notice.

Vacation

The District believes that vacation is important to the health and well-being of our employees and encourages all employees to utilize their vacation benefit to balance their work and personal lives. The purpose of offering paid time off is to provide employees with flexibility from work that be used for such needs as vacation, personal or family business, appointments, volunteerism, and other activities of the employee's choice. The District's goal is to provide time for personal rejuvenation and to reduce unscheduled absences.

Vacation Accrual from First Day

Regular full-time employees are entitled to accrue:

- 1-4 years = 15 days per year; (5 hours per pay period)
 - 5-9 years = 20 days per year; (6.66 hours per pay period)
- 10 years and thereafter = 25 days per year.(8.33 hours per pay period)

Active service begins on your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Temporary and part-time employees do not accrue paid vacation.

Vacation can accrue up to a maximum of five (5) paid weeks/200 hours. No additional vacation will be earned until accrued vacation time is used.

You become eligible to take accrued vacation after 30 days of active service as work schedules permit.

Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations at the times they wish. However, the District's operating needs will take priority. Accordingly, vacation schedules must be coordinated with and approved by a supervisor in advance. Employees must submit a request in writing for vacation well in advance of the dates desired.

When your employment relationship with the District ends, you will be paid for accrued unused vacation days.

Use of Vacation Before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences. It will depend on the type of leave you are taking and/or federal and state leave requirements.

Please contact the CAO or CEO to discuss coordination of your benefits.

Victims of Crime Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid, unless you choose to use accrued and unused vacation leave benefits.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact the CAO OR CEO.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days' unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training.

Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert the CAO OR CEO before doing so when possible.

Benefits

Benefits Overview

The District is committed to providing the following benefits for eligible employees. Benefit eligibility may be dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at the District. Benefit eligibility requirements may also be imposed by the plans themselves. . For information regarding employee benefits and to answer any questions, contact the Chief Administrative Officer or CAO OR CEO.

The District reserves the right to modify, amend, or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions. The District offers the following employee benefits, after 30 days of continuous employment at the District, on the 1st of the month following hire date:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement

Medical and Ancillary Health Benefits

The District participates in the California Public Employees' Retirement System for access to Medical Benefits.

Premiums for the dental, and vision plans you elect to participate in are deducted from your pay on a pre-tax basis. This is a benefit to you, as it lowers your income tax liability for the year. However, Internal Revenue Service ("IRS") regulations mandate when and why you can make changes to these benefits elections during the Plan year (calendar year).

You may make changes during the Plan year only within 31 days of a "qualified life status change" or "life event," as defined by the IRS. Such events can include, but may not be limited to, marriage or divorce; birth, adoption or death of a qualified dependent; spousal loss or gain of other coverage.

Please note that changes in coverage must be "consistent with life event." For example, if you are not enrolled in our benefits, a divorce could be life status change that would qualify you to enroll in our benefits during the Plan year IF you lost other coverage because of the change in marital status and you enrolled in our benefits within 31 days of your loss of coverage. If you did not have coverage at all, and therefore did not lose other coverage as a result of the divorce, that event would not qualify you to enroll in our coverage during the Plan year.

Retirement Plan

The District offers its full-time and part-time employees the ability to participate in its SIMPLE IRA retirement program which is regulated by federal law. Employees may enroll in the plan once they have completed one (1) month of service and are at least 18 years of age.

Pursuant to the plan, the District contributes a Dollar-for-Dollar Match for the first three percent (3%) of employee's compensation. Employees may defer pay into the plan, but must not exceed the

IRS deferral limit. These voluntary contributions must be whole percentages of not less than 1%. Specifics of the plan are available from the Chief Administrative Officer.

Holidays

The District observes the following 13 paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Columbus Day/Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Day and the Friday after
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, the District may grant another day off in lieu of closing. Holiday observances will be announced in advance.

Non-exempt employees are eligible for paid holidays after 30 days of continuous employment at the District.

Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday, unless an absence on either day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday you will receive straight time.

Religious observances. Employees who need time off to observe religious practices or holidays not already scheduled by the District should speak with their supervisor. Employees may be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The District will seek to reasonably accommodate individuals' religious observances.

Lactation Accommodation

The District recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. The District will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. If a refrigerator cannot be provided, the District will provide another cooling device suitable for storing milk, such as an employer-provided cooler. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the CAO or CEO to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

The District will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to six weeks when you need to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or if you want time to bond with your newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Professional Development

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employees. Attendance at such activities, whether required by the District or requested by individual employees, requires the written approval of the CEO. To obtain approval, any employee wishing to attend an activity must

submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

Attendance at any such event is subject to the following policies on reimbursement and compensation. For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with the CEO in advance.

Employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices. This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While the District generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Education Assistance Program

The District is proud to offer a Tuition Reimbursement Program to help current eligible employees further their education. The program's intent is to expand the employee's knowledge, skills and abilities, and thereby, enhance job performance, value to the organization, and access to job/career opportunities.

The Tuition Reimbursement Program is open only to fulltime regular employees in good standing who have completed one (1) year of employment. Coursework must be pre-approved and must be related to the employee's current job, or a future job in support of the District's mission and objectives. Courses must be provided by an accredited trade school or institution of higher learning (including on-line programs). Courses must be taken on the employee's time or during approved time-off.

The District Board establishes an annual allocation for this benefit; benefits limits will be adjusted for employees who receive educational benefits through a federal or state Veteran's educational benefit program, for a benefit total not to exceed the annual benefit allocation. By law, tax-free benefits under an educational assistance program are limited to the maximum amount allowed under IRS limitations per year¹. Employees may utilize this benefit up to four times – consecutive years are not required per degree or certificate program. Employees will be required to fulfill one year of employment per tuition reimbursement period. If an Employee voluntarily leaves the District before the one-year time period, she/he will be required to pay back the reimbursement to the District.

Eligible expenses include tuition, registration fees, textbooks, and laboratory fees if any. Ineligible expenses include parking, travel, meals, and other incidentals. Graded courses must be completed with a grade of "C" or better; non-graded courses must receive a "Pass" designation. Courses that are audited or marked incomplete are not eligible for reimbursement. A copy of the final transcript must be provided for reimbursement.

¹ <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>

Student Loan Repayment Assistance

For student loan reimbursements, qualified education loans must have been for the employee's own education. The loan must have been used to obtain a Certification or Degree relevant to the employee's job with the District. Proof of completion of the Degree and student loan payments will be required to obtain reimbursement. The student loan reimbursement shall remain in place as long as it is permitted under Internal Revenue Code Section 127, which currently ends December 31, 2025

Employees are eligible to utilize either Tuition Reimbursement or Student Loan Repayment benefits, but not both simultaneously or within the same calendar year.

Workers' Compensation

The District, in accordance with state law, provides insurance coverage for employees in case of work-related injury or illness. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim for Workers' Compensation Benefits (DWC Form 1) and return it to CEO; and
- Provide the District with a certification from your health care provider regarding the need for workers' compensation disability leave, as well as your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act (ADA), or the California Fair Employment and Housing Act (FEHA).

The law requires the District to notify the workers' compensation insurance District of any concerns of false or fraudulent claims.

Paid Sick Leave and Workers' Compensation Benefits

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 you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment 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. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Employee Management

Employee Property

An employee's personal property, including but not limited to packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of District property, possession of dangerous weapons or firearms, or abuse of the District's drug and alcohol policy.

Employment of Relatives

Relatives of present employees or relatives of the District's current and former Board of Directors are not eligible for employment with the District. The District defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

In the event that two employees marry, become registered domestic partners, or become related through marriage or domestic partnership, only one of the two employees may remain as an employee of the District. The employees in question will have no more than 30 calendar days to decide which person will remain in the District's employment. If the decision is not made within the specific timeframe, the CEO of the District will make that decision, relying on the business needs of the organization.

Names and Addresses Policy

The District is required by law to keep current all employees' names and addresses. You are responsible for notifying the District in the event of a name or address change.

Open-Door Policy

Suggestions for improving the operations of the District 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 complaints, questions, and suggestions are important to us.

If you have a complaint, suggestion or question, speak with the CEO as soon as possible. If you are not comfortable speaking with the CEO, please bring the issue to the District's Legal Counsel.

Also, if you have raised the issue and if the problem persists, you may present it to the CEO, who will investigate and provide a solution or explanation.

In the event that the CEO is unable to resolve the issue, you may escalate your concerns to the District Legal Counsel; the District Legal Counsel will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact the CEO of District Legal Counsel.

This procedure, which we believe is important for both you and the District, cannot guarantee that every problem will be resolved to your satisfaction. However, please know that the District values your observations and you should feel free to raise issues of concern without the fear of retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by the CEO. Your first performance evaluation will take place after the completion of the 90-day introductory period. Subsequent performance evaluations will generally be conducted on an annual basis. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of the CEO, subject to budget approval by the Board, and may depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the CEO, and that you are aware of its contents.

Personnel Records

You have a right to inspect or receive a copy of the personnel records that the District maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the CEO. You can obtain a form for making such a written request from the CEO.

You may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. The District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date the District receives your written request to inspect or copy your personnel records (unless you/your representative and the District mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the District will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Remote Work

Working remotely, also referred to as “telecommuting,” provides employees with an opportunity to work from an alternative work environment instead of in the primary location of the District. Working remotely must be pre-approved by your supervisor and cannot be initiated without a Remote Workers Agreement, unless authorized to do so by the CEO.

The District retains the right in its sole discretion to designate positions that are appropriate for working remote and approve employees for working remotely. Working remotely must be approved by your supervisor. Working remotely does not change the conditions of employment or required compliance with all District policies and procedures.

The District reserves the right to change or terminate the Remote Workers Agreement at any time, without cause or advance notice. Your ability to work under a Remote Workers Agreement rests in the sole discretion of the District.

Working remotely is a privilege and may not be appropriate for all employees. If you wish to request a Remote Workers Agreement, you should contact your supervisor and ask for a Remote Work Request form.

Remote Work Safety

Remote workers are solely responsible for ensuring the safety of their alternative work environment. However, because the District is legally obligated to provide its employees with a workplace that is free from hazards that might cause serious harm or injury, the District reserves the right to periodically inspect a Remote Worker's home workspace. Any such inspection will be preceded by advance notice and an appointment will be scheduled.

Remote Workers are protected by the District's workers' compensation insurance. As such, Remote Workers are required to immediately report any injuries that occur while working. The Remote Worker is liable for any injuries that occur to third parties at or around the Remote Worker's alternative work environment.

Remote Work Plan

All Remote Workers are required to sign a Remote Workers Agreement with the CEO that outlines the Remote Worker's the days and work hours (as applicable); equipment the Remote Worker will need; how the Remote Worker will communicate with the District; use of support or secretarial staff; and other appropriate information.

The District has authorized all employees to immediately assume remote work in the event of a natural disaster, pandemic, or other emergency recognized by the District.

Hours of Work for Remote Workers

Unless otherwise agreed in the Remote Workers Agreement, hours and days of work will not change. Employees agree to apply themselves during work hours.

Nonexempt employees agree not to work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to a supervisor.

Working remotely is not intended as a substitute for childcare or care for another adult. If a child or adult needs care during work time, another responsible individual is expected to be present.

Attendance at Meetings

Remote workers are expected to attend all required meetings.

Costs Associated with Remote Work

The District shall not incur additional costs due to a Remote Workers Agreement. The Remote Workers Agreement will specify any costs the District will cover.

Emergency Closings

The District will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise that the office is not officially closed, but employees may choose to leave the office if they feel uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, nonexempt employees who are working on-site as of the time of the closing will be paid for a full day. If employees leave earlier than the official closing time, they will be paid only for actual hours worked, or they can take PTO time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

Workplace Privacy - Audio/Video Recordings

It is our goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation by law enforcement. The investigation may include following procedures to safeguard the District and its employees. searches of personal belongings, searches of work areas, medical examinations, and the like. Failure to cooperate with an investigation or providing false information during the investigation may lead to disciplinary action, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees.

Employees do not have to have any expectation of privacy with respect to any material on company property. The District regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance.

As part of its security measures and to help ensure a safe workplace, the District has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc.

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. You also may not use any audio or video recordings in work areas that the District has identified as confidential, secure or private, unless you are engaged in protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues

Privacy—Social Security Numbers

This policy and procedure explain the District’s general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

It is the District’s policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information. Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company’s employee benefit plans.

All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

Unauthorized use/disclosure of Social Security numbers. Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The District will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

District Property

Employer Property

Furniture, desks, computers, data processing equipment/software, and vehicles are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any District property may be removed from the premises.

District voice mail and/or electronic mail (e-mail) including texting, and mobile email are to be used for business purposes. The District reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for:

- Email;
- voice mail;
- cell phones;
- computers and tablets;
- District's social media accounts.

These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District.

The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the District voice-mail and email systems are subject to the same District policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave Fallbrook Regional Health District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Guests and Visitors

Visits from friends and family should be kept to a minimum, in order to preserve an appropriate work environment. It is extremely important that the impression left with District visitors is that of a professional organization with the highest standards of conduct.

Emergencies in which children must be in the office for an extended length of time are to be kept to an absolute minimum. The District may not be used as a substitute for regular childcare of

employees' children. On those occasions when children are present, they should not be allowed to disrupt others in the office.

Your child is your responsibility and must be under your direct supervision at all times. If a child is ill, you must present a doctor's note to your immediate supervisor indicating the child is not contagious. Under no circumstances may children provide work for the District, unless the child is hired as an employee pursuant to District policies.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Off-Duty Use of Facilities

Employees are prohibited from remaining on the District premises or making use of District facilities while not on duty. Employees are expressly prohibited from using District facilities, District property, or District equipment for personal use. This policy is not intended to limit the ability of employees to use the District's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, or staffing.

Smoking

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Solicitation and Distribution of Literature

In order to ensure efficient operation of the District's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on District property. The District has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor.

No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during their working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on District property.

Employee Conduct

Business Conduct and Ethics

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with the District because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the District in advance.

Conducting Personal Business

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding the District business (such as, research and development, business plans, or strategies). You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law.

Access to, or disclosure of, 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 the District.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Social Media Acceptable Use

The District encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the District has established the following guidelines for employee participation in social media.

Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter (X), Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the District considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with District equipment or property.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work and approved by their supervisor and does not identify or reference company clients, customers, or vendors without express permission. The District monitors employee use of District computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the District, its community members, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge District confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the District's policies.

Post disclaimers. Employees who identify themselves as District employees or discuss matters related to the District on a social media site must include a disclaimer on the front page stating that it does not express the views of the District and that the employees are expressing only personal views—for example: “The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the District or the District's business. Employees must keep in mind that if they post information on a social media site that is in violation of District policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Employees should not identify or reference District clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, employees should refer to the confidentiality policy. When in doubt, ask before publishing.

Trademarks and copyrights. Employees should not use the District's or others' trademarks on a social media site or reproduce the District's or others' material without first obtaining permission.

Legal. Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit employees' rights under any applicable federal, state, or local laws, including rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of

employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of the District, which impairs an employee's ability to exercise good judgment on behalf of the District, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, the District may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Avoid clothing that can create a safety hazard.

The District observes a casual dress day on Fridays. Some employees who have customer contact may not be permitted to participate in the casual dress day.

Employees who do participate in a casual dress day still are expected to report to work properly groomed. Acceptable casual dress excludes ripped or torn clothing, T-shirts of any kind (with or without a written message), tennis shoes, and tank or halter tops.

This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state, or local law. For more information, see the Harassment, Discrimination and Retaliation Prevention policy. Employees who need a reasonable accommodation because of religious beliefs, observances, or practices should contact a District representative with day-to-day personnel responsibility and discuss the need for accommodation.

Fitness Equipment

While the District encourages employees to engage in physical fitness, fitness equipment that is owned and brought to the District by employees can create a workplace risk. Therefore, any physical fitness activities an employee engages, while using their own equipment while on District property is assumed to be under the employee's own risk. The District will require a Fitness Equipment Waiver and Release of Liability be signed by all employees.

Drug and Alcohol Abuse

The District is concerned about the use of alcohol, marijuana, illegal drugs, or controlled substances as it affects 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 seriously impair District operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the District to the risks of property loss or damage, or injury to other persons.

The following rules and standards of conduct apply to all employees while on District property, at work or working on District business. The following are strictly prohibited by District policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia).
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

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

In order to enforce this policy, the District reserves the right to conduct searches of District property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

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

The District will encourage and reasonably accommodate employees with alcohol, marijuana or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. 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 reemployed or be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's 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.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the CEO may comment to news reporters on District policy or events relevant to the District.

This policy does not limit your right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

Other Employment

While employed by the District, employees are expected to devote their energies to their jobs with the District.

Employment that directly conflicts with the District's essential business interests and disrupts business operations is strictly prohibited.

If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to the District explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District 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.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the District's objectives. The following conduct is prohibited and will not be tolerated by the District. This list of prohibited conducts is illustrative only; other types of conduct that threaten security, personal safety, employee welfare, and District operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other District records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any District property, or the property of any employee or customer;
- Removing or borrowing District property without prior authorization;
- Unauthorized use or misuse of District equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on District property;
- Participating in horseplay or practical jokes on District time or on District premises;
- Carrying firearms or any other dangerous weapons on District premises at any time;
- Causing, creating or participating in a disruption of any kind during working hours on District property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on District premises;

- Violation of District punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violation of any safety, health, security or District policy, rule or procedure;
- Violation of the District's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the District's anti-harassment or equal employment opportunity policies; and
- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the District's policy of at-will employment. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers and pedestrians on the road, the District employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops and tablets) while driving on District business and/or District time. This prohibition includes any use of the cell phone or other wireless communications device, such as answering or placing calls, engaging in conversations, texting, web browsing or using any smart phone application while driving.

If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on District business and/or District time. Violating this policy is a violation of law and a violation of District rules.

Punctuality and Attendance

As an employee of the District, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

You are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when

required to leave on authorized District business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three (3) calendar days, the District will consider that you have voluntarily abandoned or quit your employment.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Advances

The District does not permit advances against paychecks or against unaccrued vacation.

Expense Accounts

The District reimburses employees for business expenses. Employees who have expense accounts or who have incurred business expenses must submit required receipts to the CEO no later than 30 days after expense was incurred.

If you have any questions about the District's expense reimbursement policy, contact the CEO.

Personal and/or vacation travel may be combined with business travel provided there is no additional cost to the District, and it meets with the approval of the CEO. District credit cards are not to be used for personal expenses.

Makeup Time

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be 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 the CEO, with your signature, on the District-provided form. Requests will be considered for approval based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least twelve (12) hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least six (6) hours before working the make-up time. Your makeup time request must be approved in writing before you take 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. The District's seven day workweek is from 9:00 am Monday to 9:00 am Sunday. Nonexempt employees may not work more than eleven (11) hours in a day as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the CEO may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

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

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods, and you will not clock out.

Number of Rest Breaks

You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by supervisors.

Meal Periods

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You must clock out for your meal period; however, the meal period is considered duty-free and is paid as part of your regular workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five (5) hours per day but no more than six (6) hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth (5th) hour of work. For example, if you begin work at 9:00 a.m., you must start your meal period by 1:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by the CEO.

Second Meal Period

If you work more than ten (10) hours in a day, you will be provided a second, unpaid meal period of at least thirty (30) minutes. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and the CEO and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your tenth (10th) hour of work. Your second meal period will be scheduled by supervisors.

Recording Meal Periods

You must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If, for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the CEO.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to the CEO and document the reason for the missed meal period, or time worked.

Please also refer to the District's Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. The District will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor.

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

- All hours worked in excess of 40 hours in one workweek will be treated as overtime. A workday normally begins at 9:00 a.m. and ends 24 hours later. Workweeks begin each Monday at 9:00 a.m. There may be times when the CEO will schedule the start of the workday later in the day to accommodate your participation in Board meetings.
- Compensation for hours in excess of 8 hours a day or 40 for the workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay.

Bilingual Pay

Being able to communicate and conduct business effectively in more than one language is a skill that merits economic rewards. The purpose of this pay is to provide service to the residents of Fallbrook, Bonsall, Rainbow, and De Luz. Designation of bilingual required positions is the sole prerogative of the CEO and is based on operational and staffing needs of the District.

Positions eligible to receive bilingual English/Spanish incentive pay must meet specific criteria.

Definition of Designated Positions:

- Public contact with regular and frequent use of bilingual skills;
- Position performs in a setting where there is a demonstrated public need for the designation;
- Bilingual skills are necessary to provide essential services and for the successful performance of official functions;
- Bilingual skills are an essential element of job duties.

Employees receiving bilingual pay are expected to translate for employees who are not bilingual in the event such services are needed. Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the District.

In the event that an employee moves to a position that is not designated as bilingual or if the bilingual designation of a position is removed, the bilingual pay will cease. Positions which already reflect that bilingual use is compensated by other means, including reduction in job duties, may not be eligible for incentive pay.

Employees who are determined to qualify for bilingual incentive pay as outlined above will receive three percent (3%) additional pay. Pay will begin the first of the month following demonstration of both oral and written proficiency.

Pay for Mandatory Meetings/Training

The District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;

- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures, or training programs will be compensated at their regular rate of pay; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Payment of Wages

FRHD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. Employees must verify that their paychecks are correct every pay day. Paychecks are normally paid through direct deposit. If you observe an error on your check, please report it immediately to the Chief Administrative Officer.

All employees of the District are paid on the 5th and 20th of each month for work performed during the previous two-week pay period. If a regular payday falls on a weekend or holiday, you will be paid on the previous workday.

The District offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least ten (10) days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the Chief Administrative Officer and return it to payroll at least ten (10) days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than ten (10) days before the end of the pay period.

Timekeeping Requirements

All nonexempt employees are required to use a timesheet to record time worked for payroll purposes. All time worked must be accurately reported on your time record. You must record your own time at the start and at the end of each work period. You must record the start and end of the meal period.

You are not allowed to work "off the clock." Working off the clock violates District policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

You also must record your time whenever you leave the building for any reason other than District business.

You will be required to certify that your time record is accurate.

Any handwritten marks or changes on the timesheet must be initialed by a supervisor. Filling in another employee's timesheet, allowing another employee to fill out your timesheet, or altering a timesheet is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to the District's Meal and Rest Break Policy.

Reporting-Time Pay

The District will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

Work Schedule

All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work. Work schedules may vary depending on assigned role.

Holiday Time

All Full-time employees will be paid at an eight (8) hour rate.

Overtime

For non-exempt employees overtime worked on any regularly scheduled workday will be paid at the rate of:

- Time-and-one-half for all work performed beyond 8 hours in a day or forty (40) hours per week.
- Any seventh consecutive workday will be paid at the rate of time-and-one-half.

Sick and Vacation Time

For employees working an eight (8) hour day, when absent for a full day, accrued sick or vacation time will be deducted in eight (8) hour increments. Otherwise, sick and vacation time may be taken in thirty (30) minute increments.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive their own vehicles for District business will be required to show proof of current valid driving licenses and proof of insurability under the District's policy or current effective insurance coverage before the first day of employment.

The District participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

If an employee is required to drive as part of their job, the District retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the District's policy.

Employees who drive their own vehicles on District business will be reimbursed at the rate of the IRS standard mileage rate per mile.

Ergonomics

The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the CEO.

Health and Safety

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 or to the human resources department. In compliance with California law, and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the CEO's office.

In compliance with Proposition 65, the District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Medical Testing

The District is committed to providing a safe work environment for all employees. There may be circumstances during a declared health emergency when business necessity requires that the

District conduct medical testing or temperature checks of employees. Any such tests will be conducted in conformance with all Federal and State laws and local health department regulations.

Recreational Activities and Programs

The District 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.

Security

The District has developed guidelines to help maintain a secure workplace.

- Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas.
- Report any suspicious persons or activities to security personnel. Secure your desk or office 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 in or around your workstation that may be accessible.

The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify your supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

The District has adopted the following workplace violence policy to ensure a safe working environment for all employees. The Fallbrook Regional Health District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section [6501.9](#). Our written Plan is located at the Administrative Office: 138 S. Brandon Rd., Fallbrook, CA 92028.

The following employers, employees, and places of employment are exempt from these requirements:

Employees teleworking from a location of the employee's choice, which is not under the control of the employer.

The District has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Possession of non-work-related weapons on District premises and at District-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

The District has implemented a workplace violence prevention plan that all employees will be trained to use and understand. This prevention plan is part of the employee's onboarding.

Termination

Employee References

All requests for references must be directed to the CEO. No other manager or employee is authorized to release references for current or former employees.

By policy, the District discloses only the dates of employment and the title of the last position held of former employees.

Progressive Discipline and Involuntary Termination

Violation of District policies and rules may warrant disciplinary action. The District has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The District's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, the District may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, the District 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, the District will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Fallbrook Regional Health District or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All District-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.



**Receipt
2024 Employee Handbook**

Employee Name	
---------------	--

My signature indicates that I have received a copy of the Fallbrook Regional Health District Handbook.

I understand that I am to review this handbook that outlines my privileges and benefits, as well as my responsibilities and obligations as an employee of the Fallbrook Regional Health District (the "District").

I understand that the information contained in this handbook dated August 2024 is subject to change, and that the District may modify or supersede the policies and benefits as stated in this handbook, and that any such changes will be reflected in memorandum or notices circulated to District employees.

I understand that nothing in this handbook, or any other policy of the District, creates a term and/or contract of employment. I further understand and agree that no contract of employment other than "at will" has been expressed or implied, and that no circumstance arising out of my employment will alter the "at will nature" of the employment relationship.

--	--

Employee Signature

Date