

**Sloughhouse Resource Conservation District
Board of Directors Meeting**

Agenda Date: July 21, 2026
Agenda Item #: 2
Agenda Item Subject: Program Coordinator Position

To: SRCD Board of Directors
From: SRCD Staff

Background

After meeting with legal counsel regarding creating a new Program Coordinator position for SRCD, counsel has required the following items to be review and approved by the Board of Directors:

- Job Description
- Employment Handbook
- Workers Compensation Insurance
- Posted Employment Notices
- Injury and Illness Prevention Program
- Workplace Violence Prevention Plan
- Time of Hire Notice
- Notice of Terms and Conditions of Employment
- Employment Eligibility Verification
- Tax Documents
- Required Handouts
 - o DE 2515 Disability Insurance Pamphlet
 - o DE 2511 Paid Family Leave Pamphlet
 - o DE 2320 Unemployment Benefits

Recommendation:

To approve the Job Description and Employee Handbook and direct staff to continue working with legal counsel to finalize Injury and Illness Prevention Program and Workplace Violence prevention Plan, along with other hiring documentation as directed.



SLOUGHHOUSE

Resource Conservation District

HERALD | SLOUGHHOUSE | WILTON

Program Manager

About the Position

The Program Manager is responsible for implementing and administering the District's agricultural conservation, water resource, and groundwater sustainability programs. This position manages grant-funded projects from development through completion, including field operations, technical assistance, project coordination, data collection, reporting, and stakeholder engagement.

The Program Manager works closely with growers, landowners, partner agencies, consultants, and District staff to advance conservation initiatives, improve agricultural water management, and support implementation of the Sustainable Groundwater Management Act (SGMA). The position also assists with grant development, program expansion, and general District operations.

Responsibilities

Program and Project Implementation

- Coordinate and implement conservation, agricultural, water resource, and groundwater sustainability projects.
- Conduct field activities, site visits, monitoring, inspections, water sampling, and data collection.
- Provide technical assistance to growers and landowners on irrigation efficiency, conservation practices, and water management technologies.
- Assist with implementation of the Cosumnes Subbasin Groundwater Sustainability Plan and other District conservation initiatives.
- Lead the Cosumnes Groundwater Authority monitoring network and associated data collection activities.
- Procure project materials, equipment, and services as needed.
- Maintain project records, databases, monitoring equipment, and reporting systems.

Grant and Administrative Support

- Assist with grant applications, funding proposals, and partnership development.
- Track project budgets, schedules, deliverables, and compliance requirements.
- Prepare grant reports, reimbursement requests, invoices, and supporting documentation for funding agencies and the Board of Directors.
- Summarize technical reports and consultant recommendations for District leadership.
- Assist with preparation of Board meeting materials, agendas, minutes, and financial reports as requested.
- Support responses to Public Records Act requests and other information requests.

*Time estimates are suggestions/guidelines.

Stakeholder Engagement and Outreach

- Build and maintain productive relationships with agricultural producers, landowners, agencies, consultants, community organizations, and funding partners.
- Represent the District at meetings, workshops, conferences, and outreach events.
- Coordinate educational workshops, field days, and other outreach activities that promote conservation and sustainable resource management.
- Serve as a liaison between the District, partner organizations, and the public.

Office and Operational Support

- Maintain regular office hours as required by District policy.
- Assist with office operations, including records management, supply procurement, public inquiries, mail distribution, and reception duties.
- Coordinate with District staff to support organizational objectives and day-to-day operations.
- Help ensure office safety, security, and functionality.

Qualifications

Any combination of education and experience that provides the required knowledge and skills will be considered.

Minimum Qualifications

- Bachelor's degree in Natural Resources, Agriculture, Environmental Science, Biology, Ecology, Soil Science, Water Resources, or a related field; or
- Five (5) years of professional experience in agriculture, irrigation technology, conservation planning, groundwater management, natural resource management, or related technical assistance programs.
- Valid California Driver's License.

Preferred Qualifications

- Experience working with agricultural producers, landowners, and conservation partners in the Sacramento Valley region.
- Experience administering grants and implementing grant-funded projects.
- Technical Service Provider (TSP) certification through NRCS, or willingness to obtain certification.
- Experience with groundwater monitoring, irrigation efficiency programs, conservation planning, or SGMA implementation.
- Proficiency with Microsoft Office Suite, QuickBooks Online, Adobe Acrobat, DocuSign, and database management systems.
- Strong organizational, project management, and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently while managing multiple projects and priorities.
- Commitment to conservation, agriculture, and community service.

Physical Requirements

*Time estimates are suggestions/guidelines.

- Ability to work in outdoor environments under varying weather conditions and traverse uneven terrain, including agricultural fields, canals, and waterways.
- Ability to walk long distances, bend, stoop, kneel, reach, lift up to 25 pounds regularly and up to 50 pounds occasionally.
- Ability to sit, stand, and work at a computer for extended periods.
- Ability to work independently and collaboratively in office and field settings.

License Requirement

Must possess and maintain a valid California Driver's License and an acceptable driving record.

*Time estimates are suggestions/guidelines.



SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT

EMPLOYEE HANDBOOK

July 2026

TABLE OF CONTENTS

<u>Page</u>	
	INTRODUCTION..... 1
	AT-WILL EMPLOYMENT..... 1
	EQUAL EMPLOYMENT OPPORTUNITY..... 1
	EMPLOYMENT ELIGIBILITY VERIFICATION..... 1
	EMPLOYMENT CLASSIFICATIONS..... 2
	DATE OF EMPLOYMENT AND ANNIVERSARY DATE..... 2
	EXEMPT OR NONEXEMPT STATUS..... 2
	RE-EMPLOYMENT..... 3
	THE EMPLOYEE’S SUPERVISOR..... 3
	PERFORMANCE APPRAISAL..... 3
	SMOKING..... 4
	WORK SCHEDULE AND WORKWEEK..... 4
	SAFETY..... 4
	PAYDAYS AND PAYROLL PERIODS..... 4
	TIME SHEETS..... 4
	PAYROLL DEDUCTIONS..... 4
	REST PERIODS..... 5
	MEAL PERIOD..... 5
	ON-THE-JOB MEAL PERIODS..... 5
	OVERTIME..... 5
	MAKE-UP TIME..... 6
	VACATION..... 6
	PAID SICK LEAVE..... 8
	KIN CARE..... 9
	PREGNANCY-RELATED DISABILITY LEAVE..... 10
	OTHER LEAVE INFORMATION..... 11
	HOLIDAYS..... 11
	HOLIDAY PAY..... 12
	PAID ABSENCES..... 12
	INSURANCE BENEFITS..... 14
	STATE DISABILITY INSURANCE & PAID FAMILY LEAVE..... 14
	WORK-RELATED INJURIES AND ILLNESSES; WORKERS’ COMPENSATION .. 14
	WORKPLACE VIOLENCE..... 15
	CONFIDENTIAL INFORMATION..... 15
	GARNISHMENTS AND WAGE ASSIGNMENTS..... 16
	GIFTS..... 16
	PERSONAL PROPERTY..... 16
	INSPECTIONS..... 16
	HARASSMENT..... 16
	ON TIME AND ON THE JOB..... 18
	ABSENTEEISM..... 18
	TARDINESS..... 19
	DISCIPLINARY ACTION..... 19
	RESIGNATIONS AND DISCHARGES..... 21
	INFORMATION FOR EMPLOYEE RECORDS..... 22
	INFORMATION PRIVACY AND ACCESS..... 23
	TELEPHONES..... 24
	RECEIPT OF HANDBOOK; AGREEMENT..... 25

INTRODUCTION

This handbook provides information about those policies, procedures and programs that affect the employees of Sloughhouse Resource Conservation District (SRCD). The handbook is a general guide and does not provide detailed interpretations of the policies. The Board of Directors of SRCD has final authority to interpret and enforce all by-laws and policies of SRCD.

SRCD may, either with or without cause, change its employment requirements, policies, practices, and benefit programs, and an employee's compensation, position, duties and hours of work, and any other term or condition of employment, by notifying the employee in writing at least two weeks prior to the date of the change. Remaining in employment after having been so notified means the employee agrees to the change.

Any changes to an employees working schedule, hours worked or location of work shall be communicated to the employee at least two weeks prior to the changes taking place.

Any question about the policies, procedures and programs described in this handbook should be directed to the employee's supervisor or the SRCD Chairman.

AT-WILL EMPLOYMENT

Employment by the SRCD is at will. This means that either SRCD or the employee may end the employment relationship at any time, either with or without cause or prior notice. An employee's at-will status can only be changed via written notice directly from the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY

SRCD provides equal opportunity to qualified persons without regard to race, color, religion, national origin, ancestry, sex, age, physical disability, pregnancy, veteran status, marital status, or sexual orientation, and promotes the realization of equal employment opportunity for all. This policy governs all aspects of employment including recruitment, hiring, assignment of duties, promotions, compensation, training and discharge.

SRCD complies with laws regarding reasonable accommodations for disabled employees.

EMPLOYMENT ELIGIBILITY VERIFICATION

An offer of employment is contingent on the establishment by a new employee of his or her identity and authorization to be employed in the United States. On the first day of work, a new employee is asked to present an original document or documents establishing identity and authorization to be employed in the United States and to sign a verification form required by federal law.

EMPLOYMENT CLASSIFICATIONS

Employees are classified as **regular employees** unless they are:

1. Employed to work for fewer than 180 days on jobs arising out of special projects, abnormal workloads, emergencies and the like, no matter the number of hours they are scheduled to work each workweek; these employees are classified as **short-term employees**.
2. Scheduled to work fewer than 30 hours each workweek, no matter the nature or duration of the work; these employees are classified as **part-time employees**.

Short-term employees and part-time employees working less than 20 hours a week are ineligible for SRCD-sponsored benefits and other such programs, except where such eligibility is required by law. A short-term employee does not become a regular employee merely because the length of his or her employment ultimately equals or exceeds 180 days. Likewise, a part-time employee does not become a regular employee merely because the employee in fact works 30 or more hours in a workweek. Rather, in such cases the supervisor evaluates the appropriateness of such a change.

DATE OF EMPLOYMENT AND ANNIVERSARY DATE

The **Date of Employment** is the date the employee first reported to work as a regular employee.

The **Anniversary Date** is the first day of the calendar month after the initial date on which the employee reported to work as a regular employee. The Anniversary Date is used for determining eligibility for vacation and other employee benefits.

EXEMPT OR NONEXEMPT STATUS

The nature, responsibilities and salary level of the job determine whether an employee is an exempt or nonexempt employee under the federal Fair Labor Standards Act (FLSA) and California Industrial Welfare Commission (IWC) Order No. 4.

The FLSA and IWC Order No. 4 require covered employers to keep accurate records of the time worked by nonexempt employees and to pay them at a premium wage rate for overtime worked. For further details, see the following sections entitled **Time Sheets** and **Overtime**.

The law exempts certain executive, professional, and administrative employees from the overtime-premium-pay and time-recording requirements. An exempt employee may be

required to work more than eight hours in a workday, more than 40 hours in a workweek, and on all seven workdays of a workweek without extra pay.

Both exempt and nonexempt employees must report absences such as vacation, illness, funeral leave, and other time away from the job.

RE-EMPLOYMENT

For employees who previously worked for SRCD, the **Date of Employment** is the date on which the employee first reported to work after the most recent rehiring.

Likewise, the **Anniversary Date** is based on the date that the employee first reported to work as a regular employee after the most recent rehiring. No matter how long the break in service, rehired employees are treated as new employees for purposes of determining eligibility and accrual rates for all benefits sponsored by SRCD, except as may be otherwise required by law.

THE EMPLOYEE'S SUPERVISOR

The employee's supervisor establishes and explains job responsibilities, establishes performance standards, and provides necessary training. Questions about the job or any aspect of employment should be addressed to the supervisor. Any problem that cannot be resolved with the supervisor should be referred to the next highest level in the organization.

The employees report to the Board and is supervised by the Chairman or designated representative.

PERFORMANCE APPRAISAL

An employee's supervisor may evaluate the employee's performance at least once a year.

The performance appraisal provides the employee with a systematic and objective judgment of performance. The appraisal becomes the basis for setting goals, defining training and development plans, and establishing salary changes. Performance is considered for the entire period under review. The performance review is an opportunity for frank and constructive discussion about the job and salary. This is also an opportunity to clear up misunderstandings that may exist between the employee and the supervisor.

After the performance appraisal has been completed, reviewed and approved by the supervisor and Board of Directors, the results are placed in the employee's personnel file.

SMOKING

Smoking in the office is prohibited.

WORK SCHEDULE AND WORKWEEK

The office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, with required in-office hours on Tuesday and Thursday, unless other arrangements are made and approved by the Board of Directors. The workweek begins at 12:01 a.m. Sunday and ends at 11:59 p.m. the next Saturday. Employees should check with the supervisor regarding their specific working hours.

SAFETY

The safety of SRCD employees is important. Reasonable precautions are taken to provide a safe place of work. However, without the sincere and faithful cooperation of all employees, safety programs alone cannot prevent accidents. Accident prevention is largely a responsibility of each individual. Employees must do their part to work safely, encourage others to work safely, wear required safety equipment, observe all safety rules and regulations, and keep their work areas neat and clean. SRCD strives to abide by all regulations and urges its employees to report any unsafe situation to their supervisors.

PAYDAYS AND PAYROLL PERIODS

Paydays are on **XXX** every other week. When the regular payday falls on other than a normal business day, paychecks are distributed on the preceding business day.

TIME SHEETS

Nonexempt employees must keep an accurate record of hours worked each workday in each payroll period. The hours reported on the time sheet are used to determine pay. Because the time sheet is a legal document, an employee who provides inaccurate or untrue information may be discharged. An employee who is absent on the day the time sheet is to be turned in to the supervisor must contact the supervisor to ensure that the correct hours are reported.

Exempt employees must submit a biweekly timesheet to the bookkeeper. All vacation time must be approved by the Chairman, and the Chairman must be made aware of all sick time taken. If the biweekly timesheet includes sick or vacation time, the timesheet must clearly note the dates of each vacation or sick day.

PAYROLL DEDUCTIONS

By law, SRCD must deduct from each employee's pay amounts for federal and state income taxes, Social Security tax, and State Disability Insurance contributions. Employees

may authorize payroll deductions for insurance coverage offered by the District as well.

REST PERIODS

Nonexempt employees shall take rest periods based on the total hours worked each day at the rate of 10 minutes per four hours or major fraction thereof. For example, a nonexempt employee working an eight-hour day may take a 10-minute rest period in the morning and another in the afternoon. It is the employee's responsibility to take their rest breaks. Employees may not skip breaks to shorten the workday or to make up time. Time spent on rest breaks is counted as hours worked. An employee who is unable to take a full rest break shall inform their supervisor no later than the end of the day and provide a brief explanation as to why the employee could not take their rest break. Employees shall document their missed rest breaks on their time card.

Employees scheduled to work at least three and one-half hours must take a 10-minute break in that period.

MEAL PERIODS

Generally: A non-exempt employee may not work more than five hours in a day without being provided with a 30-minute meal period. Meal periods are not paid and must be recorded on the employee's time sheet. A non-exempt employee may not work more than 10 hours in a day without being provided with a second 30-minute meal period. It is the employee's responsibility to ensure that they take required meal periods. An employee who is not able to take their required meal period shall inform their supervisor no later than the end of the day and provide a brief explanation as to why the employee could not take their meal break.

Exception—Work period of six hours or less: If a non-exempt employee works no more than six hours in a day, the meal period may be waived by mutual consent of - SRCD and the employee.

Exception—Work period of more than 10 but no more than 12 hours: If the total work period of a non-exempt employee is more than 10 but no more than 12 hours in a day, either the first or second meal period—but not both—may be waived by mutual consent of - SRCD and the employee.

ON-THE-JOB MEAL PERIODS

Most employees are relieved of all duties during the meal period. The meal period is considered an “on-duty” meal period only if the nature of the work prevents the employee from being relieved of all duties and where SRCD and the employee have entered into a written agreement for an on-the-job paid meal period. The employee and the supervisor must sign an agreement that indicates that the employee has been informed of and consents

to an “on-duty” meal period.

OVERTIME

Employees sometimes must work overtime. SRCD strives to give employees as much advance notice as possible prior to requiring overtime work. All overtime must be approved in advance by the supervisor. Regardless whether overtime is approved in advance, the employee shall document all hours actually worked, including overtime, on their time sheet and the employee will be paid for all hours worked. An employee working unapproved overtime may be disciplined. Nonexempt employees are paid at the rate of one and one-half times the regular hourly rate for hours worked over 8 in a workday or 40 in a workweek and for the first 8 hours worked on the seventh consecutive day of work in a workweek. Further, they are paid at the rate of twice the regular hourly rate for hours worked over 12 in a workday and over 8 on the seventh day of work in a workweek.

MAKE-UP TIME

Make-up time is an option that the supervisor may permit in cases of absence or tardiness. Approved make-up time must be worked within the same workweek in which the absence or tardy occurred and must not cause any overtime premium-pay liability. An employee must submit to the supervisor a signed written request each time the employee wants to use this option. In no event, may an employee work more than 11 hours in a workday to make up time lost on another workday.

VACATION

Regular employees earn vacation time as determined by length of employment from the employee’s Anniversary Date or as specified in the employee contract. Short-term and part-time employees working less than 20 hours per month are not eligible for paid vacation time.

All regular employees will begin to accrue vacation upon hire and are eligible to use the time on the 90th day of employment. Vacation accrues based on hours worked. Employees will not accrue vacation while on any type of leave, unless otherwise required by law.

In an anniversary year, employees will accrue vacation according to the following schedule:

For Exempt (Salaried) Employees: (Maximum Balance Cap – 240 hours)

<u>Length of Employment</u>	<u>Accrual Rate Per Hour Worked</u>	<u>Max Annual Accrual</u>
Date of Hire through	0.0385 hours	80 hours

end of 4th year
(0-47 months)

Start of 5 th year and Continuing thereafter (48+ months)	0.0577 hours	120 hours
--	--------------	-----------

For Non-exempt (Hourly) Employees: (Maximum Balance Cap – 240 hours)

<u>Length of Employment</u>	<u>Accrual Rate Per Hour Worked</u>	<u>Max Annual Accrual</u>
Date of Hire through end of 4 th year (0-47 months)	0.0385 hours	80 hours
Start of 5 th year and Continuing thereafter (48+ months)	0.0577 hours	120 hours

PAID SICK LEAVE (PSL)

Eligibility: By completing 30 days of employment within a year after the start of employment, an employee becomes eligible to accrue PSL for bona fide illnesses or to care for another as defined in this handbook.

Accrual: Employees begin accruing paid sick leave at the start of employment. Paid sick leave will accumulate at the rate of 0.0385 hours for each 1 hour worked, per bi-weekly pay cycle. Employees who are exempt from overtime pursuant to the executive, administrative, and professional exemptions under California law are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning on the anniversary date.

Accrual rates are tracked and reported on each paycheck and calculated on actual hours worked.

Use: An employee may start to use accrued PSL on the 90th day of employment and then continue to use PSL as it accrues. An employee may use up to 40 hours of PSL in each year of employment. An employee must use at least two hours of PSL each time it is used. An employee may use on a workday PSL up to the number of hours the employee would have otherwise worked on that workday.

Carry Over: Accrued but unused PSL carries over to the next year of employment.

Accrual Cap: Full and part-time employees working 20 hours or more a week may accrue up to 30 days of PSL. A part-time employee working less than 20 hours a week may accrue up to 48 hours of PSL. An employee does not accrue PSL whenever the employee's accrued, but unused, PSL is at this limit.

Purpose: An employee may use PSL for (1) diagnosis, care or treatment of a health condition of, or preventative care for, the employee or employee's family member of the first degree (child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling) or (2) seeking or receiving protection, medical attention, assistance, counseling or preventative measures related to the employee's status as a victim of domestic violence, sexual assault, or stalking.

Notice: An employee may use PSL by notifying the employee's supervisor, either orally or in writing, of the need to use PSL. The notice must be given as soon as practicable after the employee has determined the need to use PSL.

Payment: An employee is paid for PSL use at the employee's hourly wage rate, unless in the 90 days of employment before taking PSL the employee had different hourly pay rates, was paid by commission or piece rate, or was a nonexempt salaried employee. In any of those cases, the PSL pay rate is calculated by dividing the employee's total wages (excluding overtime premium pay) by the employee's total hours worked in the full pay periods of those prior 90 days. An employee is paid for PSL use by the payday for the next payroll period after the PSL was used.

Separation; Rehire: An employee is not compensated for accrued but unused PSL upon separation from employment, but any such PSL is reinstated for an employee who is rehired within one year after that separation.

No Cash Value: Sick leave cannot be cashed out at any point and has no cash value.

KIN CARE

An employee may use up to one-half of the employee's annual sick leave accrual to attend to a child, parent, spouse, domestic partner, or domestic partner's child who is ill. All conditions and restrictions placed on an employee's use of sick leave apply also to sick leave used for care of any of those individuals. Under this policy:

Child means a biological, foster, or adopted child, stepchild or legal ward. A *child* also may be someone for whom an employee has accepted the duties and responsibilities of raising, even if he or she is not the employee's legal child.

Parent means an employee's biological, foster, or adoptive parent, stepparent, or legal guardian.

Spouse means an employee's legal spouse according to the laws of California, which do not recognize "common law" spouses (i.e., a union that has not been certified by a civil or religious ceremony).

Domestic partner means an adult with whom the employee has chosen to share his or her life in an intimate and committed relationship of mutual caring, and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State.

Domestic partner's child means the biological, foster, or adopted child, stepchild or legal ward of the employee's domestic partner. A *domestic partner's child* also may be someone for whom the employee's domestic partner has accepted the duties and responsibilities of raising, even if he or she is not the legal child of the employee's domestic partner.

PREGNANCY-RELATED DISABILITY LEAVE

An employee who is disabled on account of pregnancy, childbirth, or related medical conditions may take a pregnancy-related disability leave for the period of actual disability, up to a maximum of four months, in addition to any family-care leave to which the employee may be entitled. An employee should notify her supervisor of her request for pregnancy-related disability leave as soon as she learns she needs it. The employee must submit a health-care provider's statement verifying the need for pregnancy-related disability leave and its anticipated starting and ending dates. The employee must promptly report any change in this information to her supervisor. Upon return from pregnancy-related leave, the employee must submit a health-care provider's verification of fitness to return to work.

As stated above, pregnancy-related disability leave may be taken for the period of actual medical disability only, up to a maximum of four months. Pregnancy-related disability leave may be taken intermittently or on a reduced schedule where medically necessary. If leave is taken intermittently or on a reduced schedule, the supervisor retains the discretion to transfer the employee temporarily to an alternate position with equivalent pay and benefits that better accommodates the employee's leave schedule.

Any employee taking pregnancy-related disability leave may use any accrued vacation leave during the pregnancy-related period. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of pregnancy leave to which an employee is entitled.

To ensure an employee's return to work can be properly scheduled, an employee on pregnancy-related disability leave should give SRCD at least two weeks' advance notice of the date the employee intends to return to work. Employees returning from leave are entitled to reinstatement to the same position (if available) or a comparable position for which the employee is qualified, to the extent required by applicable law.

An employee who fails to report to work at the end of the pregnancy-related disability leave and to notify SRCD of her status will be deemed to have resigned.

OTHER LEAVE INFORMATION

State Disability Insurance (SDI)

Information concerning these benefits may be obtained by telephoning the closest Employment Development Department (EDD) office.

Personal Leave of Absence

If employees are ineligible for any other Company leave of absence, CARCD, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for FMLA and CFRA, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. A personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days or sick days. We will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Company in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Company will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Company will be considered a voluntary resignation of employment. Personal leave runs concurrently with any Company-provided Short-Term Disability Leave of Absence.

HOLIDAYS

SRCD observes these scheduled holidays each year:

HOLIDAY

WHEN OBSERVED

New Year's Day	January 1
Martin Luther King, Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving Day	4 th Friday in November
Christmas Eve	December 24
Christmas Day	December 25

If a scheduled holiday falls on a Saturday, then the preceding Friday is observed as the paid holiday. If a scheduled holiday falls on a Sunday, then the next Monday is observed as the paid holiday.

HOLIDAY PAY

Regular employees are paid at the regular rate for scheduled holidays on which they would otherwise work.

Regular employees who are required to work on a scheduled holiday will be compensated at their overtime rate. An employee must request to work the holiday before working it.

Regular employees who wish to observe any holiday other than those observed by SRCD must request the time off in advance and obtain the advance approval of the supervisor. Such time off is treated as vacation time or time off without pay.

PAID ABSENCES

Regular employees are eligible for paid absences. A paid absence is an excused absence for special circumstances. Such absences include absences for death in the family, funerals, voting on Election Day, jury duty, or serving as a witness in court in certain situations. Each of these situations is governed by a specific policy.

Part-time and short-term employees are not eligible for paid absences except for voting on Election Day.

Paid absences are not considered as hours worked when computing overtime pay and are not counted as absenteeism.

Funeral Leave

A regular employee receives up to five days' unpaid leave to attend the funeral of an immediate family member. *Immediate family member* is defined as the employee's spouse, mother, father, child, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law, or a person who is a member of the employee's household.

A regular employee receives up to one day's paid leave to attend the funeral of the employee's aunt, uncle, niece, or nephew, or other person as approved by the supervisor.

The employee should notify the supervisor of an eligible absence as soon as possible. An employee who is absent for funeral leave may be required to present written verification of eligibility to take the leave and must indicate on the time sheet or absence form the relationship to the deceased.

The employee's supervisor may grant an eligible employee time off with pay to attend the funeral of a fellow employee or a retired employee.

Jury Duty

A regular employee summoned for jury duty is paid the difference between regular base pay and the payment for the jury service, excluding any travel pay for reporting for jury duty.

An employee selected for jury duty should report to work when the employee is not needed in court. An employee must notify the supervisor upon receipt of a jury-duty summons.

Upon returning from jury duty, an employee may be required to present written verification from the court that indicates the beginning and ending dates of jury service.

Witness Duty

A regular employee subpoenaed to appear on behalf of the state as a witness is excused from work for up to one day with pay.

An employee may take time off to appear in court as a witness as required by law so long as the employee gives the supervisor reasonable advance notice, but an absence for this purpose will not be paid. Written verification is required when an employee must appear in court as a witness as required by law.

Voting Time

Employees are encouraged to exercise their right to vote and may claim necessary time off to vote under these provisions of Section 14350 of the California Elections Code:

If a voter does not have sufficient time outside of working hours to vote at a state-wide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote.

No more than two hours of the time taken off for voting shall be without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed.

If the employee on the third working day before the day of election knows or has reason to believe that time off will be necessary to be able to vote on Election Day, the employee shall give the employer at least two working days' notice if time off for voting is desired, in accordance with the provisions of this section.

STATE DISABILITY INSURANCE & PAID FAMILY LEAVE

State Disability Insurance and Paid Family Leave are state-required insurance programs paid by employees. Contributions qualify employees to receive partial salary benefits if disabled or unable to work due to an off-the-job injury or illness, to care for a child, spouse, parent, or domestic partner with a serious health condition, or to bond with a new child.

Pamphlets covering these programs are available in the office and from the state Employment Development Department.

WORK-RELATED INJURIES AND ILLNESSES; WORKERS' COMPENSATION

An employee who incurs a work-related injury or illness—no matter how slight—must notify the supervisor immediately. Depending on severity, either first aid is administered or medical treatment sought.

A workers' compensation claim form and a pamphlet explaining workers' compensation benefits are given to the employee where the injury or illness requires medical treatment beyond first aid. The completed workers' compensation claim form must be returned to the supervisor. A workers' compensation claim might be considered invalid if the injury or illness was not reported timely. An employee who incurred a work-related injury or illness requiring medical treatment must notify the attending physician that it is work-related and that the workers' compensation insurance carrier is State Compensation Insurance Fund.

An employee applying for workers' compensation benefits is eligible for weekly disability benefits that begin three full working days after the injury occurred or the illness began, not counting the first day thereof. Weekly disability benefits approved by State Compensation Insurance Fund or the Workers' Compensation Appeals Board start on the first full day of the employee's hospitalization.

CONFIDENTIAL INFORMATION

Employees may possess confidential information regarding the organization, its members, and fellow employees. No information may be disclosed to any unauthorized person or organization. Such information may be used only in performing normal work. An employee who violates this policy will be discharged immediately.

GARNISHMENTS AND WAGE ASSIGNMENTS

A garnishment is a court order to an employer to withhold and forward to an employee's creditor part of the employee's earnings to pay a judgment. A wage assignment stems from a court order directing that wages be paid to an assignee for spousal or child support. SRCD will comply with any court order to garnish or to pay to an assignee assigned wages that it concludes was properly served on it.

GIFTS

Employees may not accept any gift, or series of gifts within a one year period, valued at more than \$100 from any supplier, customer or other business contact. Questions about any gift should be discussed with the supervisor.

PERSONAL PROPERTY

Employees may bring tasteful personal property to display at their workstations. Such property may not be in poor taste or anything that might be deemed offensive. An employee must remove any object about which a complaint is received.

INSPECTIONS

To protect its property and its employees' safety, SRCD may search all parts of its premises, all other areas it controls, and all items found in these areas, without notifying employees about the search. Examples of these areas and items include desks, briefcases, handbags, cabinets, notebooks, computers, parking areas and vehicles.

HARASSMENT

SRCD strongly condemns any form of unlawful employment-related harassment. Besides being against the law, harassment—including but not limited to sexual harassment—in employment is not good business.

SRCD maintains a policy of freedom from discrimination and bias. So that all personnel

will cooperate in implementing that policy, here are the elements of SRCD's policy on harassment:

1. All supervisors and employees must ensure and maintain a bias-free and nondiscriminatory work environment free of unlawful harassment.
2. SRCD does not tolerate any harassment or use by anyone in its employ of any verbally-derogatory epithet based on race, ethnicity, age, sex, disability, national origin, sexual orientation, or any other legally-protected classification.
3. Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Some examples of sexual harassment are:
 - a. Unwanted sexual advances
 - b. Offering employment benefits in exchange for sexual favors
 - c. Making or threatening reprisals after receiving a negative response to sexual advances
 - d. Visual conduct: leering, making sexual gestures, displaying of sexually-suggestive objects or pictures, cartoons or posters
 - e. Verbal conduct: making or using derogatory comments, epithets, slurs or jokes
 - f. Verbal sexual advances or propositions
 - g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually-degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations
 - h. Physical conduct: touching, assault, impeding or blocking movements
5. An employee who believes that this policy is being violated should report that belief to the employee's supervisor immediately, either in writing or personally. An employee who believes that the employee's supervisor is violating this policy should report the matter to the supervisor's supervisor.
6. After learning of an employee's concern about being harassed, SRCD acts to stop any further harassment and to correct any effect of the harassment. To those ends, SRCD:
 - a. Fully informs the complainant of his or her rights and of any obligation to secure those rights.

- b. Fully and effectively investigates the complaint. The investigation is immediate, thorough, objective and complete. Persons with information on the matter are interviewed. A determination is made and the results communicated to the complainant, to the alleged harasser, and as appropriate, to others directly concerned.
 - c. Takes prompt and effective action to remedy harassment. First, appropriate action is taken against the harasser and communicated to the complainant. Second, steps are taken to prevent any further harassment. Third, appropriate action is taken to remedy the complainant's loss, if any.
7. An employee or job applicant who believes that he or she has been harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing (DFEH). The DFEH is a neutral fact-finder that tries to help the parties voluntarily resolve disputes.

If the DFEH finds evidence of harassment and settlement efforts fail, it may file a formal accusation against SRCD and the harasser. The accusation will lead to either a public hearing before the California Fair Employment and Housing Council (FEHC) or a lawsuit filed for the complainant by the DFEH.

If the FEHC finds that harassment occurred, it can order remedies, including fines or damages from SRCD and harasser. In addition, the FEHC may order hiring or reinstatement, back pay, promotion, and changes in the policies or practices of SRCD. A court may order unlimited damages.

8. No employee will suffer any retaliation for using this policy to resolve a harassment concern, opposing the practices prohibited by this policy, or filing a complaint with or otherwise participating in an investigation or other proceeding conducted by the DFEH or FEHC.
9. For more information, call the DFEH at (800) 884-1684. A person with a hearing impairment may call (800) 884-1684 or TTY at (800) 700-2320.

ON TIME AND ON THE JOB

All employees are expected to report to work at the scheduled starting time.

An employee who is unable to report to work for any reason must contact the supervisor within one hour after the normal reporting time. If the supervisor cannot be contacted directly, the employee should leave a message and a telephone number where the employee can be contacted. Timely reporting to the supervisor is important because absences and tardiness affect the planning of daily work activities.

An employee who fails to report to work for a period of three consecutive working days without contacting the supervisor directly by telephone is automatically discharged.

ABSENTEEISM

The standard for acceptable absenteeism is 3% or less per year. The number of acceptable hours of absenteeism is calculated as follows:

Number of possible work hours times 3%

Vacation time, holidays, and absences covered by paid sick leave are excluded in determining the number of possible work hours, but use of paid sick leave is included in calculating absenteeism. Legally protected leaves are not counted as absenteeism.

Absenteeism that exceeds 3% may affect the performance appraisal and salary review. An employee whom the supervisor deems is chronically or excessively absent may face disciplinary action or be discharged.

TARDINESS

Punctuality is an important component of job performance.

Employees are expected to be on time when reporting for work and when returning from breaks and lunch.

Tardiness may be treated as unpaid time. Excessive tardiness may affect the performance appraisal and salary review. An employee who the supervisor deems is chronically or excessively tardy may face disciplinary action or be discharged.

DISCIPLINARY ACTION

Certain actions or behavior may result in disciplinary action. Examples of unacceptable behavior that might result in disciplinary action are listed later in this policy.

Depending on SRCD's evaluation of the circumstances, an offending employee may be warned orally, reprimanded in writing, suspended either with or without pay, placed on employment probation, or discharged as CACASA may deem appropriate.

Disciplinary Guidelines

1. **Verbal Warning or Written Reprimand:** Verbal warnings or written reprimands may be issued to bring a problem to the employee's attention. The process allows the employee to express views or explanations of the conduct, the supervisor and the employee to discuss the method of correcting the behavior, and the supervisor to reiterate the behavior that is expected.

2. **Employment Probation:** Repeated or more serious violations of policy or consistent failure to perform job duties require immediate counseling by the supervisor regarding the seriousness of the offense and the possible consequences.

The employee is given a written *Employment Probation Memo* that describes the problem and the conditions that must be met to satisfactorily complete the employment probation period.

3. **Suspension:** In appropriate circumstances, employees may be suspended from their jobs for a period of time, either with or without pay. A suspension may be in conjunction with or followed by other disciplinary action, including discharge.
4. **Discharge:** Employees who fail to meet the performance or behavior standards established by SRCD and the supervisor may be discharged upon approval of the supervisor and, in appropriate circumstances, after review by the Executive Committee.

SRCD generally follows the guidelines outlined above in resolving instances of unacceptable behavior or performance. However, SRCD reserves its right to deviate from these general guidelines whenever it determines, in its sole and absolute discretion, that deviation from them is warranted. In other words, SRCD has the opportunity to assess the circumstances of each case and to take whatever action it deems appropriate under those precise circumstances. **Neither these disciplinary guidelines nor their implementation shall be construed as affecting in any way the at-will nature of the employment relationship.**

Examples of Undesirable Behavior or Actions

Examples of some types of behavior or acts that may result in discipline or discharge include:

1. **Attendance:** Excessive or unauthorized absences from work, for whatever reason. This includes failure to timely notify the supervisor on days of absence or to secure advance approval of the supervisor for an absence.
2. **Unsatisfactory Work Performance:** Inadequate or undependable performance of the duties required in the job.
3. **Absent Without Authorization:** Leaving the job without advance approval of the supervisor.
4. **Insubordination:** Refusal to comply with a reasonable request or work assignment that does not endanger health or physical well-being. This includes any act or attempt by the employee to ridicule or demean supervisors or SRCD officials.
5. **Falsification of a SRCD Document:** Falsification of a SRCD document, including time sheets, employment applications, or any other document related to the

employee's work or to SRCD affairs.

6. **Unsatisfactory Attitude:** An attitude of indifference toward work assignments or toward the supervisor's instructions; uncooperativeness; unbusiness-like behavior or appearance; or disruptive behavior. This includes any unreasonable or unconstructive challenge to or interference with SRCD policies.
7. **Disclosure of Confidential Information:** The willful disclosure of information known by the employee to be of a confidential nature.
8. **Unlawful Acts At Work:** Performance of, or involvement in, any unlawful act while the employee is on the job or on SRCD property.
9. **Personal Misconduct:** Conduct detrimental to the business interests of SRCD, such as: consumption of an alcoholic beverage while on the job or on SRCD property; intoxication; possession of weapons on SRCD property; and the unlawful possession or use of drugs.
10. **Theft:** Stealing or removing without authorization the property of another person or of SRCD.
11. **Harassment:** Any act in violation of SRCD's harassment policy.

Any of these violations or actions may result in immediate discharge if management believes the circumstances are serious enough to warrant such action. This list of violations or actions is not exhaustive, and actions or violations not named here may also be grounds for disciplinary action or discharge.

RESIGNATIONS AND DISCHARGES

Employees who decide to resign employment are asked, but are not required, to provide at least two weeks' written notice. The notice should be given to the supervisor and state the last day to be worked.

The date of resignation is the last day worked. All termination papers, information about insured benefit continuation and conversion privileges, and the final payroll check are provided on the last day of employment if the employee gave to SRCD at least 72 hours of advance notice, or otherwise within 72 hours thereafter.

An employee who is absent without approved leave for more than two consecutive days will be deemed to have resigned from their position.

Other Items

All travel advances and expense reimbursement vouchers or requests should be settled before employment ends. All SRCD property must be returned by the last day worked.

A departing employee should leave a forwarding address so that Internal Revenue Service Form W-2 and any necessary correspondence can be mailed to the employee.

INFORMATION FOR EMPLOYEE RECORDS

As SRCD's employee records must be current and accurate, the employee must provide this information:

Personal Information

Name Change; Address; Telephone Number

Emergency Information

Person to contact in an emergency, the person's daytime telephone number, and the relationship to the employee.

For Benefit Purposes

Marital Status; Birth, Adoption, or Death of a Dependent; Spouse's Date of Birth.

Employees must promptly notify the supervisor of any change that affects personnel records. A change in family or personal status may affect group insurance coverages, withholding taxes and other important matters.

INFORMATION PRIVACY AND ACCESS

This policy on information privacy and access is established to protect the confidentiality of information about employees.

Internal Access

Access to information in an employee's personnel file is generally restricted to the supervisor and the Board of Directors.

An employee may make an appointment to review the contents of the personnel file by contacting the supervisor.

The Contents of the Personnel File

The contents of a personnel file are SRCD property. Neither the file nor its contents may be removed from the office. Unauthorized removal of any document from a personnel file may result in immediate discharge.

Among the items that may be maintained in an employee's personnel file are:

1. Original employment application form and related letters and resumes.
2. Letters of commendation or recommendation.
3. Grade transcripts and certificates of achievement.
4. Performance evaluations.
5. Records of disciplinary matters.
6. Payroll disposition forms, leave of absence requests, and benefit plan documents.
7. News articles or releases concerning the employee.
8. Previous employment records.
9. Current address, telephone number, and emergency information.

Verification of Employment

No information other than dates of employment and job title is provided to any individual or organization without the employee's written authorization, unless required by law. Verification of salary and other information is provided only with the employee's written authorization.

Employment Reference Inquiries

SRCD confirms only dates of employment and current or last job title in responding to employment reference inquiries.

Law Enforcement Inquiries

SRCD may disclose to law-enforcement authorities information it believes they have a legal right to obtain or where it believes such disclosure is in the public interest.

SRCD Security

If SRCD believes an employee's actions are violating conditions of employment or compromising its interests, then information necessary to protect its interests will be disclosed to the proper authorities.

RECEIPT OF HANDBOOK; AGREEMENT

I received a copy of SRCD handbook. I will comply with the SRCD's lawful requirements.

I understand and agree that my employment with SRCD is at will, meaning either SRCD or I may end our employment relationship at any time, either with or without cause or prior notice. SRCD may, either with or without cause, change its employment requirements, policies, practices, and benefit programs, and my compensation, position, duties and hours of work, and any other term or condition of employment, by notifying me in writing of the change. Remaining in employment after having been so notified means I agree to the change.

This agreement cancels and replaces any prior understanding between SRCD and me on the matters it covers, represents our entire understanding on those matters, and can be modified only by a writing signed by both of us.

Dated: _____, 20____

Employee's Signature

Employee's Name (printed)

(Employee: After completing this form, photocopy and give it to your supervisor for inclusion in your personnel file. Keep the photocopy of it with your copy of the employee handbook.)