

# California Vanpool Authority

## A Joint Powers Agency



## Personnel Policy Handbook

FOR THE UNREPRESENTED EMPLOYEES OF THE  
CALIFORNIA VANPOOL AUTHORITY

Adopted: \_\_\_\_\_

---

Steve McShane, Chairman of the Board of Directors  
California Vanpool Authority

---

Georgina Landecho, Executive Director  
California Vanpool Authority

## **Content:**

### **Introduction**

### **Mission**

### **Equal Employment Opportunity**

- Policy on Equal Employment Opportunity
- Policy on Reasonable Accommodation of Individuals with Disabilities
- Reasonable Accommodation of Individuals' Religious Beliefs and Practices
- Policy Prohibiting Discrimination, Harassment, Sexual Harassment and Retaliation

### **Information about CVA Employment**

- Employer-Employee Relationship
- At Will Employment
- Personnel and Payroll Records
- Your Paycheck

### **Expectations after you are hired**

- Confidentiality
- Use of CVA Equipment and Resources
- Standards of Performance and Unacceptable Behavior
- Employee Dress Code
  - Casual Business Attire
- Compensation
  - Salaried Compensation
- Wages and Hours
- Compensation/Classification Adjustments

### **Work Schedules**

- Non-standard work schedules
- Field Work
- Maintenance of schedules
- Call-In and Reporting Time Pay
- Meal and Rest Periods
- Overtime
- Performance Evaluation
- Grievance Procedure
- Employment Verification
- Reference Checks
- Training and Employee Development
- Expense Reimbursement
- Separation Procedures
- Resignation
- Automatic Resignation
- Layoff
- Termination

## **Employee Benefits**

- Eligibility
- Medical, Dental, and other Coverage
- Legally Mandated Insurance
- Other Benefits
- Service Awards

## **Holidays, Vacation and Sick Leave**

- Holidays
- Floating Holidays
- Vacation
- Paid Sick Leave

## **Leaves of Absence**

- Paid Personal Leave
- Unpaid Leave of Absence
- FMLA/CFRA
- Paid Family Leave
- Pregnancy Disability Leave
- Bereavement Leave
- Military Leave
- Jury Duty/Court Leave
- Witness Duty
- Crime Victim Leave
- Domestic Violence or Sexual Assault Leave
- Time Off for Voting
- Time Off for School/Day Care Activities and School Conferences
- Lactation Accommodation
- Organ Donor
- Bone Marrow Leave
- Rehabilitation Leave
- Literacy Leave
- Administrative Leave With/Without Cause

## **Safety on the job**

- On the Job Injury and Workers' Compensation
- Workplace Violence
- Concealed Weapons
- Critical Incident Policy and Procedure
- Drug Free Workplace
- Prohibition of Smoking in the Workplace

## Introduction

The Personnel Policy Handbook (hereinafter referred to as the Personnel Policies or the Handbook) is intended to educate new employees and to serve as a resource to current employees. This Handbook contains the employment policies, procedures, and practices of the California Vanpool Authority (hereinafter referred to as CVA) that are in force as of the date of adoption and amendment. All previous policy statements and memoranda are hereby superseded. CVA management and the Board of Directors reserve the right to alter these Personnel Policies as the need may arise and/or as legal mandates require. No oral statements or other representations can in any way serve to change or alter the provisions of this manual.

The employee should understand that this handbook is a general guide and does not constitute an employment agreement or a guarantee of continued employment. It is also understood that the employer can make changes to this handbook at any time without notice, and it is further understood that any employee can be terminated at any time, with or without notice.

CalVans employees shall indemnify and hold harmless the California Vanpool Authority and its Board individually and collectively from any legal costs and/or damages arising from claims, demands or liability by reason of litigation arising from this Article. CalVans agrees to pay all legal fees and legal costs incurred in defending the CalVans or its' Board against any court action and/or administrative action challenging the legality or constitutionality of the provisions of this Article or its implementation.

Benefits already earned — Nothing in the appended Personnel Policies will adversely affect any benefit already earned by any person employed by CVA, except where such amendment is for the purpose of providing consistency for all employees.

Responsibility - All authority and responsibility for the administration of CVA Personnel policies and other polices related to personnel matters that may be adopted from time to time, is vested by the Board of Directors in the Executive Director. The Executive Director is authorized to delegate related duties to other employees at their discretion, but such delegation does not lessen the Executive Director's responsibility for any action taken.

Approval of New Positions — The Board of Directors retains the authority to approve the creation of new staff positions, with the associated job descriptions, salary schedules, and offers of benefits to employees.

## Right to Revise

CVA expressly reserves the right to change, modify, delete, or add to all of its policies and procedures at any time, with or without notices (subject to applicable law). Moreover, CVA asserts that no policies, written or otherwise, are a contract of any kind and in no way affect the at-will status of the employment relationship.

## Agency Mission

It is the goal of the CVA to advance our states workforce to attain self-sufficiency by removing transportation barriers.

## Equal Employment Opportunity

**Policy on Equal Employment Opportunity** CVA is an equal opportunity employer. It is CVA policy to ensure equal opportunity to all employees and applicants. CalVans is committed to the concept of equal employment opportunity as a necessary element of basic merit system principles. CalVans works to ensure that unfair barriers do not exist which would adversely affect the recruitment, appointment, training and promotion of women, minorities and the disabled. No person shall be appointed, reduced or removed, or in any way favored or discriminated against because of any “Protected Characteristic,” which include age, genetic information/characteristics, marital status, medical condition (including cancer or record or history of cancer or AIDS/HIV status), mental or physical disability, creed, national origin and ancestry,<sup>1</sup> pregnancy and perceived pregnancy, race or ethnicity (which includes traits historically associated with race, including but not limited to, hair texture and protective hairstyles<sup>2</sup>), color, religion or religious creed,<sup>3</sup> sex (including, pregnancy, childbirth, breastfeeding and related medical conditions), gender (including gender identity or gender expression,<sup>4</sup> which includes transgender status and those who are transitioning or have transitioned and sexual stereotypes), sexual orientation and identity, reproductive health, military and veteran status, citizenship status, or any other protected status in accordance with all applicable federal, state and local laws.

CVA management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, discipline, scheduling, training, layoff, termination, recruitment advertising, pay and other forms of compensation, training, and general treatment during employment. CVA will provide transparency in salary ranges by posting salary ranges for job openings on job postings and providing employees with salary ranges for their position upon request. All CalVans policies, procedures, and practices will be regularly analyzed to ensure full adherence to the spirit, intent, and the objectives of the program.

The CalVans Executive Director serves as executive of the affirmative action program, having the responsibility to execute the affirmative action policy and the disposition of grievances and has the overall responsibility of administering the program.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of the CVA Executive Director. CVA will promptly investigate the facts and circumstances of any claim that this policy has been violated and take appropriate corrective measures.

The California Vanpool Authority prohibits retaliation. No employee will be subject to, and CVA prohibits, any form of retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. In addition, it is the policy of CVA to comply and be consistent with the intent of Title VII of the Civil Rights Action of 1964, as amended and by the Equal Opportunity Act of 1972, and the California Fair Employment Practices Act.

---

<sup>1</sup> The term “national origin or ancestry” includes physical, cultural, or linguistic characteristics associated with a national origin group, marriage to or association with persons of a national origin group, tribal affiliation, name associated with a national origin group, membership or association with an organization associated with the interests of a national origin group, and attendance in schools or religious institutions generally used by persons of a national origin group.

<sup>2</sup> “Protective hairstyles” includes, but is not limited to, such hairstyles as braids, locs, and twists.

<sup>3</sup> The term “religion” or “religious creed” refers to an employee’s religious dress and grooming practices as part of that individual’s religious observances or beliefs.

<sup>4</sup> The term “gender identity” refers to a person’s internal understanding of their gender, or the perception of a person’s gender identity, which may include male, female, a combination of male and female, neither male nor female, a gender different from the person’s sex assigned at birth, or transgender. The term “gender expression” means a person’s gender-related appearance or behavior, or the perception of such appearance or behavior, whether stereotypically associated with the person’s sex assigned at birth.

**Policy on Reasonable Accommodation of Individuals with Disabilities**

CVA is committed to equal employment opportunities for individuals with disabilities in compliance with the American Disability Act and state law. CVA shall reasonably accommodate job applicants and employees with disabilities who are able to perform the essential functions of the position, with or without reasonable accommodation. CVA will provide reasonable accommodation to otherwise qualified job applicants and employees with known disabilities, unless doing so would impose an undue hardship on CVA or pose a direct threat of substantial harm to the employee or others.

An applicant or employee who believes he or she needs a reasonable accommodation of a disability should discuss the need for possible accommodation with the CVA Executive Director. Upon receiving an accommodation request or when CVA becomes aware of the possible need for accommodation, CVA shall engage in a timely interactive process with the employee to identify possible accommodations. It is essential that you participate fully in the interactive process. Your participation may include, but is not limited to, providing medical documentation, meeting with specialists, and identifying restrictions and possible accommodations.

**Policy on Reasonable Accommodation of Individuals' Religious Beliefs and Practices**

CVA recognizes and supports its obligation to reasonably accommodate job applicants and employees with religious beliefs or practices who can perform the essential functions of the position, with or without reasonable accommodation. CVA will provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on CVA.

An applicant or employee who believes he or she needs a reasonable accommodation of a religious belief or practice should discuss the need for a possible accommodation with the Office/Payroll Manager.

## **Policy Prohibiting Discrimination, Harassment, Sexual Harassment and Retaliation**

### **DISCRIMINATION, HARRASSMENT AND RETALIATION PREVENTION POLICY**

CVA prohibits discrimination, harassment, or retaliation of or against our job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of any Protected Characteristics, as identified above.

CVA is committed to a workplace free of discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation are also prohibited by law.

#### **Discrimination Defined**

Discrimination under this policy is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely, or in part, on the employee's or applicant's Protected Characteristic(s).

Discrimination includes any adverse employment action or differential treatment of an employee or other person doing business with CVA based on the individual's Protected Characteristic. In addition, prohibited discriminatory conduct under this policy also includes unequal treatment based upon the employee or applicant's association with a member of these protected categories or classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of a Protected Characteristic; allowing the applicant's or employee's Protected Characteristic to be a factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their Protected Characteristic.

#### **Harassment Defined**

Harassment under this policy is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the Protected Categories.

Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).

#### **Sexual Harassment Defined**

As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, and gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into two types:

- 1) Quid Pro Quo (“this for that”)
  - a. Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
  - b. Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.
- 2) Hostile Work Environment

This type of sexual harassment is defined as conduct of a sexual nature, or based on sex, by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:

- a. Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
- b. Sex, gender or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
- c. Leering, obscene, or vulgar gestures or making sexual gestures.
- d. Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- e. Impeding or blocking movement, unwelcome touching, or assaulting others.
- f. Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- g. Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation Defined. CVA values its employees and has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct. Accordingly, CVA will not retaliate against any employee who files a good faith complaint because of their belief that someone or they themselves were subjected to workplace discrimination or harassment in violation of this policy.

Retaliation is defined as any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. “Protected activities” may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

An “adverse employment action” is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee



when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

**ALL DISCRIMINATION, HARASSMENT AND/OR RETALIATION IS UNACCEPTABLE IN THE WORKPLACE AND IN ANY WORK-RELATED SETTINGS SUCH AS BUSINESS TRIPS AND BUSINESS-RELATED SOCIAL FUNCTIONS, REGARDLESS OF WHETHER THE CONDUCT IS ENGAGED IN BY A SUPERVISOR, CO-WORKER, CLIENT, CUSTOMER, VENDOR, OR OTHER THIRD PARTY.**

Reporting Procedures.

The following steps have been put into place to ensure the work environment at CVA is respectful, professional, and free of discrimination, harassment and retaliation. If an employee believes someone has violated this policy or our Equal Employment Opportunity Policy, the employee should promptly bring the matter to the immediate attention of their supervisor and/or the Office/Payroll Manager. If the supervisor is the person toward whom the complaint is directed, you should contact any higher level manager in your reporting chain. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the employee should contact the Executive Director immediately.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to their immediate Supervisor and the Executive Director.

Investigation Procedures.

Upon receiving a complaint, CVA will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or our Equal Employment Opportunity policy. To the extent possible, CVA will endeavor to keep the reporting employee's concerns confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, CVA generally will interview the complainant and the accused, conduct further interviews as necessary and review any relevant documents or other information. Upon completion of the investigation, CVA shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. CVA will inform the complainant and the accused of the results of the investigation.

CVA will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy, if CVA determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom CVA determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

**Filing External Complaints.**

Employees and applicants may file formal complaints of discrimination, harassment or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

**California Department of Fair Employment and Housing**

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

[contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)<https://www.dfeh.ca.gov>**U.S. Equal Employment Opportunity Commission**

450 Golden Gate Avenue 5 West,

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

\* \* \* \*

Remember, we cannot remedy claimed discrimination, harassment or retaliation unless you bring these claims to the attention of management. It is the responsibility of all employees to report any conduct which you believe violates this policy.

## Workplace Bullying Policy

The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that CVA will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

### **Definition**

CVA defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating, or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.

Such behavior violates CVA's policies, which clearly states that all employees will be treated with dignity and respect.

### **Examples**

CVA considers the following types of behavior examples of bullying:

1. **Verbal bullying.** Slandering, ridiculing, or maligning a person or his or her family; persistent name-calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
2. **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
3. **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
4. **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.

- Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse, or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to Office/Payroll Manager before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow CVA to take appropriate action.

## Information about CVA Employment

### **Employer-Employee Relationship**

#### At Will Employment

CVA's policy is that employment is "at will." You are free to leave CVA at any time, with or without a reason and with or without notice. CVA also has the right to end your employment at any time, with or without a reason and with or without notice.

Although CVA may choose to end your employment for a cause, cause is not required. Further, CVA has the right to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, lay off, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice unless otherwise required by law.

No one other than the Executive Director of CVA may enter into an agreement for employment for a specific period of time or make any agreement contrary to the policy of at will employment. Any such agreement must be signed in writing by the Executive Director of CVA and you.

In addition to your "At Will" employment above, the basis of the relationship between the employee and the agency is determined by the position held. The following are the kinds of employment utilized by CVA.

Non-Exempt Employees: Employees who are eligible for overtime under the federal Fair Labor Standards Act and/or applicable state wage/hour laws, including California wage/hour law. Non-exempt employees are entitled to an overtime premium for overtime work in accordance with state and federal law.

Exempt Employees: Salaried employees whose work duties exempt them from the overtime provisions of the federal Fair Labor Standards Act and any applicable state wage/hour laws, including the regulations of the State of California's Industrial Welfare Commission. Only positions specifically designated by the Board of Directors will be deemed "exempt".

Salaried Employment — Salaried employees are employees who are paid a fixed amount on a periodic basis and not by the hour.

Temporary/Seasonal Employees — An employee is termed "temporary or seasonal" when they are hired as a fill-in for an absent employee or when hired for any other position for a fixed period which is expected to be of brief duration, and which is described to the employee in the letter of hire as "temporary or seasonal."

A temporary employee may be salaried or hourly. Employees who are hired to work in a program funded by a specific time-limited grant or contract may or may not be deemed "temporary" at the discretion of the Executive Director.

Temporary employees are not eligible for health, dental, group accident and disability insurance, life insurance, or for any other insurance that may be a benefit offered to CVA employees, except those required by law such as social security, workers' compensation insurance, and state unemployment insurance. Temporary employees will be required to contribute to state disability insurance.

**Employees of employment agencies**— CVA may arrange an employment service for clerical, accounting, operations, or other personnel under an agreement by which CVA pays the employment service directly. Such employment is covered entirely by the provisions of the agreement with the employment service and relevant sections of the state labor code. Employees of employment agencies are not employees of CVA and are not eligible for any benefit, including leave and insurance benefits, provided to employees of CVA.

**Independent Contractor or Consultant** - These individuals are not employees of CVA and are self-employed. An independent contractor or consultant is engaged to perform a task according to his/her own methods and is subject to control and direction only as to the results to be accomplished. Independent contractors or consultants are not entitled to benefits.

**Full-Time Employees** - Employees who are not temporary employees, independent contractors, or independent consultants and who are regularly scheduled to work a schedule of 37.5 or more hours per work week.

### **Introductory Period**

The first 180 days of employment are considered an introductory period for all newly hired employees. During this time, you will learn your new responsibilities, get acquainted with fellow employees, and determine whether you are happy with the position. Also, during this time, your manager will monitor your performance. Upon completion of the introductory period, your manager will review your performance. If CVA finds your performance satisfactory and decides to continue your employment, you will be advised of any improvements expected. This is also an opportunity for you to make suggestions to improve CVA's efficiency and operations.

Completion of the introductory period does not entitle you to remain employed by CVA for any definite period, but instead allows both you and CVA to evaluate whether you are right for the position. 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 CVA.

## **Pay Increase Intervals after Introductory Period.**

Please see "Salary and Step Increase" link:

## Personnel and Payroll Records

It is important your personnel records are accurate and up to date so you may continue to receive uninterrupted benefits. Certain information also is necessary to determine the amount of wage deductions for federal and state income tax.

You should notify the CVA of any change in your name, address, telephone number, or emergency contact telephone number.

Materials included - CVA will maintain a personnel record for each employee which will contain the application for employment, resume, letters of reference, evaluations, letters and memoranda of commendation, reprimands and disciplinary memoranda, all documents related to grievance procedures, photocopies of claimed licenses and credentials, fingerprint records, evidence of automobile insurance, and other relevant documents. Personnel files and materials in them will be marked "Confidential" and will be accessible to the employee, the Executive Director, the HR Department and, when appropriate, licensing agencies, except that the Executive Director may designate a named employee to have access to the files for purposes of filing, making copies requested by employees, and responding to legal demands for information. Personnel files may be subject to subpoena for a court action.

All documents related to records of health examinations, medical documentation for leaves and TB clearances will be kept in a separate "Confidential Medical File".

Right to examine. An employee may examine their file, except third party reference material, upon written request by the employee however, the file may not be removed from the Administrative Office. An employee may photocopy any material in their personnel file, except third party reference material, during regular business hours on CVA's copy machine or may be provided with one copy by CVA at no charge within eight (8) working hours of the written request. You may also request a copy of your payroll records. Please make any such request in writing to the Office/Payroll Manager. CVA will provide the copies of the Payroll Record within 21 days of your request. You are responsible for paying the reasonable expenses incurred in copying such records for you.

Permission to release information. An employee may give written permission to the Executive Director to release specified information in the personnel files to other persons.

Employment Verifications and Letters of Recommendation for the employee. All telephone, mail, face-to-face, or e-mail requests for employment verifications and/or references for an employee or former employee must be directed to the Executive Director. If the employee has not requested a reference in writing, the Executive Director will only release the dates of employment, and specific job titles during those dates of employment.

No other person may release this information except on written authorization of the Executive Director. The Executive Director may authorize an employee's supervisor to prepare a letter of recommendation to be sent to the employee or to any other person they may specify only if the request is in writing and signed by the person making the request. Information from the personnel file cannot be included in the letter without the specific authorization of the Executive Director.



Only the immediate supervisor of the employee or the Executive Director may use agency letterhead to prepare a reference for the employee or former employee. If any other employees use agency letterhead to prepare a letter of reference for an employee or former employee, this is regarded as unauthorized speaking for the agency and will result in disciplinary action. If a supervisor prepared a letter of reference, it must be submitted to the Executive Director for approval before it is given to the employee. Copies of all letters of recommendation must be retained in the personnel file.

## Your Paycheck

Please see “Pay Day Schedule”.

Deductions – CVA is required by law to make certain deductions from your paycheck. Your pay stub itemizes the deductions made from your gross earnings. Federal or state laws require we make deductions for Public Agency Retirement Services (PARS) in lieu of social security, federal income tax, state income tax (where applicable), state disability insurance (where applicable), and any other legally mandated taxes or deductions. In addition, you may authorize deductions for additional items, such as your contribution for medical insurance, 457(b) savings plans, etc. If an exempt employee’s salary is reduced for any reason other than full-day absences, the employee should report the error to the Office/Payroll Manager. Any questions you may have about your paycheck, or the deductions made should be addressed to your supervisor or the Office/Payroll Manager.

Direct Deposit - Direct deposit of paychecks is encouraged. You may begin and stop direct deposits into your bank account(s) at any time. To begin direct deposits, you must complete the Direct Deposit information in Paycor at least (ten) 10 days before the pay period for which you would like the service to begin. You should carefully monitor your pay stubs for the first two pay periods after the service begins.

Your pay stubs can be printed from the Paycor time system home page under “Pay Stubs.” If you have questions about accessing your pay stubs, the Office/Payroll Manager can assist you.

Wage Garnishment- A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once CVA receives the legal papers ordering a garnishment, we are required by law to continue making deductions from your check until we have withheld the full amount or until we receive legal papers from the court to stop the garnishment. Even if you have already paid the debt, we still need the legal papers to stop the garnishment.

## Expectations after you are hired.

### Confidentiality

General Policy. All client information and files and personnel information and files are confidential and are protected by relevant sections of state and federal law. Copies of the statutes governing confidentiality in CVA are on file in CVA administrative office with the Office/Payroll Manager. Breaches of confidentiality may be regarded as reason for immediate termination of employment.

Personal information protected. No caller or visitor will be given the name, address, phone number, or any other information about a CalVans program/service user. No caller or visitor will be given the address, personal phone number, outside work number, or any information about an employee or member of the Board of Directors.

The name of an employee or a member of the Board of Directors may be disclosed, but employees should use discretion in doing so. Exceptions are made for reporting which is required under state or federal law, (e.g., the Internal Revenue Code or licensing regulations).

Ownership and confidentiality of written and electronic materials. All documents, records, and other materials produced by any means by any employee of CVA on time compensated by CVA or on equipment, which is owned by CVA, are and will remain the exclusive property of CVA.

Personal Use Not Allowed. No employee or other person may make use of documents, records or other materials that are the property of CVA for any personal use, including research and/or writing, without the written permission of the Board of Directors. This prohibition specifically includes all case-related materials described above.

Private Use of CVA Resources Not Allowed. Employees may not use CVA resources such as equipment, services, supplies, vehicles, or intangible resources such as CVA credit accounts for personal purposes. Any use of the agency credit account for non-work related purposes must reimburse CalVans immediately and is subject to disciplinary action as deemed necessary by the Executive Director.

Guidelines that Apply Regarding Use of Computers and Electronic Media. All restrictions and prohibitions that apply to CVA materials in written form also apply to CVA materials that are prepared in electronic form. CVA related materials saved onto a shared drive of a CVA owned computer may not be saved to or copied to USB drive, zip disk, CD, or other any other portable medium and may not be removed from the premises of CVA. They may not be transferred electronically to any computer that is not on the premises of CVA. Computers removed from the premises of CVA must be purged of all confidential files by a method that makes it impossible to reconstruct the files. To ensure that this policy is being observed, the contents of all fixed disks and all back-ups saved to portable media will be always subject to review by supervisors and without prior notice. If computers or files are protected by passwords, these passwords must be filed in the employee's personnel file and the administration of CVA must be informed in 24-hours if a password is changed.

Use of Employees' Personal Electronic Equipment for CVA work. Employees who wish to use laptops or other personally owned computers to prepare agency related materials must receive prior written permission from the Executive Director. Employees who use a personally owned computing device to prepare or store case-related materials waives the right to privacy of files on that computer, and that computer will be subject to review as if it were a CVA computer and without prior notice. If the personally owned computer or its files are protected by passwords, those passwords must be filed in the employees personnel file as above.

Guidelines Regarding Use of Other Telecommunications and Electronic Equipment. Equipment, services, and supplies which are governed by these policies include but are not limited to: telephone equipment, including wireless telephones, modems, and facsimile machines; telephone lines and voice mail components; computers, monitors, printers, modems, scanners, digital cameras, and network components; video and still cameras, projectors and screens; microphones and sound equipment, tape recorders and other sound recorders; television receivers and other viewing equipment; photocopiers; shredders.

Services include but are not limited to telephone services, including voice mail, and wireless service; online services; and satellite or cable TV. Supplies include but are not limited to paper, film, ink, cartridges, zip disks, and other supplies used in the normal operation of any included equipment.

Use of equipment during working hours. Equipment, services, and supplies above are provided for the use of employees during working hours for the purposes closely related to the employees' work duties as specified in job descriptions. Only work-related business will be conducted on CVA equipment and time.

Use of equipment on premises. Equipment must be used on the premises of CVA or in the case of wireless phone services, from an employee's personal or agency vehicle or from a client's home while the employee is engaged in CVA business. CVA equipment may not be borrowed and used away from CVA's premises for personal purposes.

## Standards of Performance and Unacceptable Behavior

### Discipline Procedures

As an at-will employer, CVA may impose discipline whenever it determines it is necessary or appropriate. Discipline may take various forms, including verbal counseling, written warnings, suspension, demotion, transfer, reassignment, or termination. The discipline imposed will depend on the circumstances of each case; therefore, discipline will not necessarily be imposed in any sequence. Moreover, at any time CVA determines it is appropriate, an employee may be terminated immediately.

Every organization must have certain standards of conduct to guide the behavior of employees. Although there is no possible way to identify every rule of conduct, the following is an illustrative list (not intended to be comprehensive or to limit CVA's right to impose discipline for any other conduct it deems inappropriate).

Keep in mind that these standards of conduct apply to all employees whenever they are on CVA property and/or conducting CVA business (on or off CVA property). Engaging in any conduct CVA deems inappropriate may result in disciplinary action, up to and including termination.

Standards of performance. CVA expects that every employee will perform the tasks described in the job description with a degree of excellence, will follow the instructions of the employee's supervisor and all other management employees; be available for work and to other employees during business hours; keep licenses and credentials up to date; attend staff meetings; be consistently available for supervision; submit required documents, reports, and other materials in a timely manner; observe CVA rules of work and adhere to its policies.

Unacceptable behavior. Recognizing that most employees behave professionally, but that the integrity of the agency and the safety and peace of mind of all may be threatened by the extreme behavior of a few, the Executive Director wishes employees to know that the following behaviors are examples of actions that the Board of Directors deems patently unacceptable and will result in immediate responsive action.

Any employee that becomes aware of any such conduct and/or acts that they believe constitute unacceptable behavior should report the behavior immediately to the Executive Director, or to the Board if that behavior involves the Executive Director.

1. Breaches of confidentiality, including removing confidential materials from the premises of CVA without authorization.
2. Physical or verbal abuse of or threat of harm to any client, employee, visitor, or other person connected with the operation of CVA.
3. Sexual harassment or abuse of any client, employee, visitor, or other person connected to the operation of CVA.

4. Theft or abuse, including unauthorized personal use, of CVA funds, credit accounts, materials, supplies, telephones, equipment, facilities, or services or being party to such theft or abuse.
5. Public representation of CVA in a manner detrimental to the agency.
6. Giving false information about the agency, its current or past operations or personnel.
7. Giving false information on the employment application or in materials submitted in support of an employment application.
8. Use of alcohol or a controlled substance at work or in any manner detrimental to the interests of CVA.
9. Conviction of any offense involving children (arrest for any offense involving children will result in an immediate suspension without pay) or any offense that has a nexus to the workplace.
10. Establishing or maintaining an inappropriate personal relationship with a client or employee of CVA.
11. Failing to report at once, any injury or threat to any client, employee, visitor, or other person connected with the operation CVA.
12. Soliciting or receiving personal gifts or fees from clients.
13. Behaving in any way that creates a financial or ethical conflict of interest.
14. Violating CVA Harassment, Discrimination and Retaliation policy or engaging in any act of workplace violence.
15. Misuse of CVA funds.
16. Unauthorized and/or excessive tardiness or absences.
17. Inability or refusal to perform the essential functions of the job with CVA without accommodation.
18. Unauthorized use or possession of property that belongs to CVA, a coworker, or of the public.
19. Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials.
20. Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property.
21. Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for the workplace.
22. Unauthorized use or disclosure of CVA's confidential information.
23. Any other conduct of equal gravity to the reasons enumerated above, as determined by the Board and/or Executive Director.
24. Violation of any CVA policy or procedure

Other sections of this Handbook describe unacceptable behavior in more detail, including sections on Confidentiality, Harassment, and Job Safety. Nothing provided in the above list is to be interpreted as contrary to the National Labor Relations Act or federal, state, or local law. This enumeration of unacceptable behaviors is not exhaustive and does not change the fundamental employment relationship of employment at will.

## Employee Dress Code

Please see the “Uniform and Dress Code Policy”.

All CalVans employees need to present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and, ultimately, working relationships. This policy applies to all employees.

Due to the nature of the work environment, the work performed and the involvement with the public, we are identified by a uniformed staff. CalVans has developed a uniform policy for applicable employees because of this. Employees who are provided uniforms are expected to report for duty in the departmentally assigned uniform. Uniforms are expected to be clean and pressed.

For employees that are not required to wear uniforms: Employees are expected to wear clothing appropriate to their work site and appropriate to the position held. CVA urges employees to use common sense and sound judgment when it comes to selecting their work attire. When in doubt, refer to the formal side. A manager or superior will first ask an employee to change their clothing. If, after repeated requests, an employee still does not comply, this may result in disciplinary action and dismissal.

The CVA dress code policy requires all employees to cover visible tattoos. However, if your tattoo has religious significance, you may legally have the right to display your tattoo while at work. CVA reserves the right to terminate an employee who repeatedly fails to comply with the dress code policy.

To assist you, here are a few broad guidelines to follow:

- Presentable attire that does not include tattered, ripped, dirty or worn out clothing or shoes.
- Appearance should be neat, ironed and in good shape, clean and in good business taste.
- Clothing and accessories should not constitute a safety hazard.
- Refrain from wearing clothes that have tears, rips or holes, even if it is the current fashion.
- Employees shall maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Work clothes should be professional, which means that they should not be too tight, revealing, or casual.
- CVA has no policy against visible tattoos, but staff should cover these when possible and practical.
- All jewelry worn by employees must be appropriate, so it does not detract from a professional appearance.
- All facial piercing jewelry such as nose piercing, tongue piercing, eyebrow piercing, lip piercing, or any other facial piercing jewelry is prohibited. Staff should remove visible body piercings during work hours.
- Employees are expected to maintain appropriate and professional hairstyles. Beards, sideburns and mustaches must be clean and neatly groomed. Hair must be properly restrained for its length and job assignment. Hair coloring should be within the range of natural hair colors.

Clothing that is UNACCEPTABLE includes but is not limited to:

- Overalls or coveralls, Tee shirts or jerseys with graphics including logos related to team sports.
- Shirts that expose stomach or midriff area, halter or see-through or fishnet tops.

- Low front or low back attire.
- Excessively tight fitting or oversized (baggy) garments
- Halter tops, spaghetti strap, tube tops shirts or dresses unless covered with a jacket blouse or other outer garment.
- No sweats, bib overalls, uncovered spandex pants/leggings or other form fitting pants that are excessively worn.
- No Athletic or Gym clothes including Sweatshirts with logos, offensive statements or advertisements excluding official CalVans attire.
- No bandanas or baseball caps are allowed
- No clothing or shoes with holes. Heels should not be more than three inches high.
- No flip flops, thongs, sandals, slippers, miniskirts, shorts, low and/or see through tops.
- The length of dresses or skirts should be no shorter than mid-thigh when seated.
- No undergarments should be visible.
- Unkept or dirty hair
- Personal hygiene includes a regular bath/shower, use of deodorant, and appropriate oral hygiene.
- No excessive cologne or perfume. Strong odors caused by perfumes, scented hair sprays, and aftershave lotions can be offensive and are to be used in moderation out of concern for the comfort of others.

An employee's religious beliefs or medical conditions, as defined by applicable law, that require deviation from the standards as set forth will be considered on an individual basis. Employees with disabilities, whether temporary or permanent, must be allowed to dress in a way that does not complicate or hinder them at work.

Medical accommodations will be made for disabled employees. Examples:

- A diabetic employee may need to wear pants to use their insulin pump effectively
- An employee with a broken dominant arm or leg may need to wear a skirt for ease of use
- An employee who uses a wheelchair may require shoes that slide on instead of laced shoes
- An employee with eczema may be more comfortable wearing clothing that doesn't irritate their skin condition

## **RESPONSIBILITIES AND PROCEDURES**

1. Each new employee will receive a copy of the policy during orientation. All employees will be required to sign an acknowledgement verifying that the policy has been read and understood. Employees will be allowed up to 120 calendar days from the date of adoption of this policy to become compliant with Policy and Clothing. On a case-by case basis, in the event of a financial hardship, an employee should contact their Department Head to request an extension.
2. Supervisors are responsible for explaining and enforcing the dress and appearance policy. Employees who report to duty and are non-compliant with the dress and appearance policy may be sent home to change *without compensation*. Failure to comply with, and repeated violations of this policy will be cause for disciplinary action up to and including dismissal.
3. Consistent with this policy, exceptions can be made by the Department Head due to the nature of work, special events, casual Fridays and departmental clean-up days.

4. Issues or disagreements arising out of the enforcement of this and departmental dress and grooming policies shall be reviewed by the Department Head or designee and/or the department's Human Resources.
5. **Special Identification-** Each employee will have and wear an approved CalVans identification badge at all times while on duty, photo side facing out, except where specifically exempted or prohibited by the Executive Director due to safety issues or in cases where wearing an identification badge will interfere with the execution of the employee's duties.

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms or other circumstances as defined by the Department Head.

These differences, in addition to this general policy, may be subject to the meet and confer requirements of Government Code Section 3500 et seq. The standards in this policy apply when an employee has officially reported to work.



Uniform Allowance-

For the term of this Handbook and subject to the conditions described in the Uniform and Dress Code Policy, employees in the following classifications shall receive a boot and jacket allowance in the amount indicated on the **first pay period of January and the first pay period of July**:

Transit Aide I/II/III	\$200
Facilities and Fleet Specialist	\$200
Service Writer	\$200

Office employees are not required to wear attire, however commensurate with;

- Free advertising
- Creating an attractive business image
- Protect workers by improve security readily identifying CalVans staff.
- Promoting the CalVans brand
- Fostering team spirit

Office employees can also benefit from an annual allowance of \$200 in July to purchase work attire on the selected website indicated by the CalVans Office/Payroll Manager.

New employees shall receive their initial allowance in the first full pay period following the date of hire.

Employees who voluntarily resign or are terminated with cause by CalVans during the first 180 days must return the attire or shall be required to reimburse CalVans for one-half of their initial allowance.

Those who voluntarily terminate during the second 180 days after receiving their initial allowance will be required to reimburse CalVans for one-quarter of the allowance if the uniform attire is not returned.

Eligible employees who are on the regular CalVans payroll in paid status shall receive the annual uniform allowance. The uniform allowance shall not be paid for any pay period the employee is in unpaid status the entire pay period.

CalVans shall contract with a uniform laundry service and provide eleven uniform changes. CalVans provides uniforms for applicable employees; however, if the uniforms are not fitted to employee satisfaction, employees can purchase their own uniforms in similar color and style with approval from the Executive Director. It is agreed an annual allowance of \$200 shall be applied towards the purchase of appropriate work boots and a CalVans approved jacket.

For employees hired on or after January 1, 2013, and designated as “new members” to PARS (Public Agency Retirement System), any uniform allowance will not be subject to PARS pursuant to AB 340/SB197 (Pension Reform Act of 2013).

## Employment of Relatives/Nepotism Policy

CVA recognizes that the employment of relatives in certain circumstances, such as when they will work in the same department, supervise, or manage the other, or have access to confidential or sensitive information regarding the other, can cause problems related to supervision, safety, security, or morale, or create conflicts of interest that materially and substantially disrupt CVA's operations.

When CVA determines any of these problems will be present, it will decline to hire an individual to work in the same department as a relative. If present employees become relatives during employment, CVA should be notified so that a determination can be made as to whether a problem involving supervision, safety, security or morale, or a conflict of interest exists that would materially and substantially disrupt CVA's operations. If CVA determines that such a problem exists, CVA will take appropriate steps to resolve the problem, which may include reassignment of one relative (if feasible) or asking for the resignation of one of the relatives.

No person shall be appointed, promoted, transferred, or otherwise placed in a position in any CalVans office in which such person's relative already holds a position, when such employment would result in a supervisor-subordinate relationship.

For purposes of this policy relatives include the following definitions and shall apply to:

- a) "Relative" shall be defined as current or former spouse or domestic partner, child (natural, foster, or adopted), current mother-in-law, current father-in-law, grandparent, or grandchild, parent, father, mother, brother, sister, aunt, uncle, niece, nephew, or first cousin, whether by blood, marriage, or adoption.
- b) "Supervisor-subordinate relationship" shall be defined as one in which one person exercises the right to either control, direct, assign, reward, evaluate or discipline another person by virtue of the duties and responsibilities assigned to his or her position.

Department heads and elected officials shall be prohibited from hiring their own relative to a position within their department. CalVans retains the right to refuse to place employees who are relatives in the same department, division or facility when such placement creates adverse impact on supervision, safety, security or morale, or involves conflicts of interest.

The provisions of this policy apply to all CalVans employment appointments, whether in classified or unclassified service, including extra-help positions.

Any appointment made in violation of the provisions of this policy shall be voidable. If an appointment is voided, the affected employee shall have the right to return to his/her prior CalVans employment status. Upon the adoption and implementation of this policy, the provisions shall be prospective only.

## Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 on the date of hire and present documentation establishing identity and employment eligibility within three business days of date of hire.

Former employees who are rehired must also complete an I-9 form if they have not completed an I-9 form with CVA within the past three years, or if their previous I-9 form is no longer retained or valid or has expired. You may raise questions or complaints about immigration law compliance without fear of reprisal.

## Political Neutrality

Maintenance of individual freedom and our political institutions necessitates broad-scale participation by citizens concerning the selection, nomination and election of our public office holders. CVA will not discriminate against any employee because of identification with and support of any lawful political activity. CVA employees are entitled to their own personal political position. CVA will not discriminate against employees based on their lawful political activity engaged in outside of work. If you are engaging in political activity, however, you should always make it clear that your actions and opinions are your own and not necessarily those of CVA, and that you are not representing CVA.

## Compensation

### Salaried Compensation

Please see “Salary Schedule and Management Benefits” available only to Management Positions.

Adoption of Salary Schedule and Management Benefits.

From time to time, the Board of Directors will adopt a salary schedule that lists every salaried position with CVA. The Board of Directors will review the salary schedule annually to be certain that CVA salaries are comparable to those in similar organizations. In all cases, however, revision of the salary schedule depends on funding availability.

Beginning salaries. Placement of an employee on the salary scale is at the discretion of the Executive Director. A new employee who meets the requirements of the job description will ordinarily be hired at the first step on the salary scale. At the discretion of the Executive Director, candidates with exceptional training and/or experience may be hired above the first step.

Increments. Salary increases are not automatic. When funding allows, an employee may be raised to the next step of the salary scale at the time of the annual evaluation on the recommendation of the supervisor and approval of the Executive Director. An employee who is at the top of the scale will receive an annual evaluation but will not receive a salary increment.

Cost of Living Adjustments (COLA). Cost of living adjustments may be given at the discretion of the Board of Directors.

### Wages and Hours

Workday defined — CVA workday is a consecutive 24-hour period that begins at 12:01 a.m. and ends at midnight. The workweek begins on Monday at 12:01 a.m. and ends on Sunday at midnight. The administrative office of CVA is normally open for business between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and is closed on all state of California and/or federal holidays.

Hours of work — All full-time employees will work at least forty (40) hours a week, depending upon their specific work assignment. Employees normally will be scheduled to work no more than eight hours during any given workday and no more than 40 hours during any given work week. It is the responsibility of program supervisors to assign individual work schedules. CVA reserves the right to modify employees’ starting and quitting times and the number of hours worked.

CVA provides all employees at least one day’s rest in each workweek. Employees are entitled, encouraged, and expected to take their days of rest provided under this policy. Exceptions to the day-of-rest requirement will be made only in the certain limited situations.

No supervisor or manager may impede or discourage employees from taking their days of rest provided under this policy. Employees who believe that they were not provided a day or days of rest that comply with this policy should inform their supervisor/manager or the Office/Payroll Manager immediately.

## Work Schedules

Filing the work schedule — Each employee, upon hire, must file a copy of their proposed work schedule, signed by the employee and his or her supervisor in the administrative office. The schedule will be retained in the employee's personnel file and a schedule will be assigned in Paycor.

Whenever an employee's work schedule changes, a copy of the new schedule must be submitted and approved by their immediate supervisor and the Office/Payroll Manager.

Field work — Employees who work in other locations and are away from the usual place of work are responsible for keeping the supervisor informed of their whereabouts during working hours and must keep their agency cell phone on for the supervisor to contact the employee during the workday.

Maintenance of schedules — Employees are expected to work the agreed upon schedule and the number of hours per week that was agreed to at the time of employment. Requests to reduce the number of hours to be worked for an extended period are to be discussed with your supervisor and a written request will be considered in light of CVA needs.

## Meal and Rest Periods

CVA provides employees with the opportunity to take a 15-minute paid rest break during every two hours worked (or major fraction thereof), which should be taken as far as practicable in the middle of each work period. Rest breaks may not be combined with meal periods, and they may not be used to shorten the workday.

### Eligibility

Employees are permitted and authorized to take a paid, duty-free 15-minute rest break during each two-hour shift or major fraction thereof. CVA generally will not authorize a rest break for employees whose total daily work time is less than two hours.

### Procedures

Employees are generally authorized and permitted to schedule their rest breaks at their own discretion under this policy; however, supervisors may schedule rest breaks to ensure the smooth operation of their departments.

If you work more than 5 hours in a workday, you are provided an unpaid, off-duty meal period of at least 30 minutes, but 60 minutes is the CVA standard. If six (6) hours of work will complete the day's work, you may voluntarily waive your meal period in writing. See Office/Payroll Manager if you would like to sign and submit a form that waives your right to meal period if you work no more than six (6) hours in a day.

Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30-60 minute meal period. If an employee works no more than 12 hours, the employee can waive his or her second meal period, but only if the first one was not waived in any manner and was at least 60 minutes.

Any waiver of the second meal period must be in writing and submitted before the second meal period. See Office/Payroll Manager if you would like to sign and submit a form that waives your right to a second meal period, as explained above. If you work more than 12 hours you may not waive and should take your second unpaid, off-duty 30-60 minute meal period.

You are responsible for scheduling your own meal period, but it should begin no later than the end of your fifth hour of work. Employees entitled to a second meal period should schedule it, so it begins no later than the end of your tenth hour of work.

*Example:* An employee who begins working at 8:00 a.m. and ends the day at 4:30 p.m. must begin his or her meal period no later than 1:00 p.m. and an employee who begins work at 7:30 a.m., takes an initial 30-minute meal period between 11:30 a.m. and 12:00 noon, should begin the second meal period no later than 6:00 p.m.. When scheduling your meal period, you should try to anticipate your workflow and deadlines. Employees are encouraged to and should take their meal periods and are not expected to work during meal periods.

During your meal period, you are relieved of all duty, and you should not work during this time.

When taking your meal period, you should be completely off work for at least 60 minutes. Employees are prohibited from working "off the clock" during their meal period. Those employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Unless otherwise directed by your supervisor in writing, you do not need to obtain your supervisor's approval or notify your supervisor when you take your meal period.

If an employee is required to work during a meal period, that period will be counted as paid time. Employees are expected to eat lunch during paid meal hours. Employees must not work during meal periods without the prior approval of their supervisor.

Nonexempt employees who work two or more hours per day are provided with one 15-minute rest break for every four (4) hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours.

*Example:* If you work more than six (6) hours, but no more than 10 hours in a workday, you are provided and should take two 15-minute rest breaks: one during the first half of your shift and a second rest break during the second half of your shift. If you work more than 10 hours but no more than 14 hours in a day, you are provided, and should take, three 15-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period as is practical. Employees are free to leave the premises and do not need to obtain their supervisor's approval or notify their supervisor when taking a rest break.

Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods.

#### **Rest breaks counted as hours worked.**

Rest breaks are counted as hours worked, and thus, employees are not required to record their rest breaks on their timecards or in CVA's timekeeping system, Paycor.

#### **Number of rest breaks**

Rest breaks will be provided as follows:

<b>Shift (Hours Worked in a Day)</b>	<b>Number of Paid 15 Minute Rest Breaks</b>
At least 2 but less than 4 hours	1
At least 6 but less than 8 hours	2
At least 10 but less than 14 hours	3

#### **Relieved of all duty**

It is CVA policy to relieve employees of all duty during their rest breaks, so that employees are free to use their rest break time as they wish. However, employees are required to remain on CVA premises during their rest breaks. CVA schedules work assignments with the expectation that all employees will take their duty-free rest breaks, and CVA encourages employees to do so.

Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all their rest breaks during a particular pay period, or in the alternative, to identify any rest breaks that they

have missed. CVA managers and supervisors are not authorized to instruct an employee how to spend his or her personal time during a rest break. **Employees should immediately report a manager's or supervisor's instruction to skip or to work during a rest break to the Office/Payroll Manager.**

### **Day of Rest**

All CVA Employees will receive at least one day off per week. At no time should a CVA employee work seven days in one work week unless the employee is on standby or is on-call.

### **Standby/ On-Call Pay**

It is specifically understood that overtime does not apply to standby time.

CVA will compensate employees scheduled to be on standby and are called out to active duty will be paid a minimum of two (2) hours at the overtime rate when they are called back for active duty and have previously departed the work site. Call back will begin when the employee arrives at the regular work site. However, employees who report to a place other than their regular work site will receive call back for any time beyond the employees' normal commute to and from their regular work site.

Employees of CalVans may be required to serve in a standby or on-call capacity to respond to an unforeseen circumstance or emergency and, if such circumstance arises, to report to work after the end of the employees' regular shifts and before the beginning of their next scheduled shifts.

The Fair Labor Standards Act ("FLSA") and the federal regulations provide that "[a]s a general rule the term 'hours worked' will include: (a) All time during which an employee is required to be on duty or to be on the employer's premises or at a prescribed workplace and (b) all time during which an employee is suffered or permitted to work whether or not they are required to do so." (29 CFR §778.223).

Paid standby is paid at the employee's hourly rate of pay for the standby time which has been agreed to or is absent a specific agreement. If the employee is on unpaid standby and is called to work, the reporting time requirements kick in and a minimum of 2 hours of pay is required.

Employees shall receive two dollars (\$2.00) for each hour of formally assigned standby time. Standby time shall be defined as that time other than the normal duty shift during which an employee is required to remain available for call and ready for duty.

Employees shall be assigned standby for no less than twelve (12) hours.

Required non-exempt employees will carry cell phones after hours and on weekends so they can respond to requests for assistance and emergencies for the CalVans technical and roadside assistance calls which operates on a 24/7/365 basis. Employees are required to respond to a call within 15 minutes or as safely and expeditiously as possible and to be available to go to their respective facility immediately if necessary. A call-out requires the employee to meet at a designated place and use CalVans' designated transportation to and from the work site. Employees on standby may be assigned a vehicle to take home. Arrangements will be made for the employee's personal vehicle. Examples of compensable work time include, but are not limited to, meal periods and sleep periods during which times employees are subject to CalVans control. Travel time is considered compensable work hours.

**Employees may not use a CalVans vehicle for personal use while on-call.**



An employee who calls in sick for the full day forfeits their on-call/ standby pay for the remainder of the pay-period. The exception to this rule is an employee who takes sick leave for pre-programmed medical appointment during regular business hours and is available after hours.

If no CalVans vehicles are in operation in the employee's region, no employee in that region may be on-call/ standby and should not answer calls outside of regular business hours. Employees should strive to have a professional out of office message that directs customers to the CalVans website or to on-duty on-call/ standby staff for emergencies.

For the safety of employees and the reassurance of the agency; while on standby/on-call, or while driving (or as a passenger) in an agency vehicle or while carrying any CalVans property including cell phone or work uniforms, **a CalVans employee or contracted employee may not cross an international border.** A violation of this rule may subject an employee to immediate termination.

### **Restricted on-call duty**

Employees placed on restricted on-call duty are expected to remain either on the work premises, as deemed necessary, or in a geographic vicinity that permits the employee to respond to an authorized call to work within 15 minutes. Employees on restricted on-call duty will be paid as follows:

1. For time spent waiting for an authorized call to work, employees will be paid their regular hourly rate but no less than minimum wage. Most CalVans employees will be on Unrestricted On-Call duty.
2. For time spent responding to an authorized call to work, including the time spent traveling to and from work, employees will be paid their regular hourly rates, and the employees will be paid for all time spent responding to an authorized call to work, or a minimum of two hours, whichever is greater.

Employees on restricted on-call duty are required to comply with applicable company policies, including the company's Drug and Alcohol Policy.

### **Unrestricted on-call duty**

Employees are not expected to carry a work cell phone when on off-duty hours unless they are on-call. An employee will share in the standby/on-call duty with other coworkers in the same classification. An employee not on unrestricted standby/on-call duty, wishing to respond to authorized calls with the ability to be at work within 1 hour may accept or decline to respond to a call to work. Employees on unrestricted on-call duty who chose to respond to a call must notify their supervisor and the following will apply:

1. While waiting for authorized calls to work, employees are free to engage in personal activities, and consequently such time is not considered work time.
2. If employees on unrestricted on-call time respond to authorized calls to work, the employees will be paid their regular hourly rates for time spent responding to authorized calls to work, including the time spent traveling to and from work, or a minimum of two hours, whichever is greater.

Employees on unrestricted on-call duty are required to comply with applicable company policies during the time they are responding to an authorized call to work, including the company's Drug and Alcohol Policy.

**Absenteeism While on Standby/On-Call Duty** - The standby/on-call schedule is shared and rotated.

The schedule is as follows:

Start of standby/on-call Shift	Mondays at 4:00 PM, 5:00 PM or 7:00 PM depending on site
End of standby/on-call Shift	Monday 6:00 AM, 7:00 AM or 8:00 AM depending on site

If any Transit Aide is unavailable to work their regular shift due to illness the following procedure will take effect. Transit Aide contacts supervisor regarding their inability to report for work. The supervisor will contact the Transit Aides following a first to last sequence from the current Standby/On-Call Schedule. If the Transit Aides are not available, the supervisor takes over the Standby/On-Call duties until the regular Standby/On-Call Transit Aide is available to work their regular shift. If the assigned Standby/On-Call Transit Aide calls in sick on their first day of their Standby/On-Call Day, the current Standby/On-Call Transit Aide continues until the Standby/On-Call Transit Aide can resume their shift, starting the same day when they show up for work.

Being on limited duty due to an injury keeps the Transit Aide from being or continuing to be on Standby/On-Call until released by their doctor. There will be no change to the Standby/On-Call Schedule without written approval from the Transit Manager.

While on-call, a person may not call in sick during business hours and then attempt to complete Standby/On-Call Transit Aide duties. When calling in sick for a complete shift, all Standby/On-Call pay stops.

Exception- If a Transit Aide has a medical appointment that is completed during working hours and returns to work before the end of the scheduled hours. The employee will be eligible to resume Standby/On-Call duties without delay.

### **Call Back Pay**

- a) CalVans will compensate employees for a minimum of two (2) hours at the overtime rate when they are called back for active duty and have previously departed the work site.
- b) Minimum call-back shall not apply to work, which is by phone, computer, or is otherwise accomplished without requiring the employee to physically travel to the worksite.
- c) When an employee is called or otherwise contacted while off-duty to handle work over the phone or by computer, the employee shall be compensated for one-half (1/2) hour straight time pay (equals 20 minutes at 1.5 overtime rate) or actual time spent on the call, computer or otherwise performing authorized overtime work which does not require the employee to physically travel to the worksite, whichever is greater.

### **Call-In and Reporting Time Pay**

#### **Compensatory Time Off**

Compensatory time is any time which may be taken off by an employee in lieu of cash payment for hours worked beyond the normal work period. Compensatory time is accrued at the same rate as overtime. All time to be taken as compensatory time is to be formally recorded. Employees with thirty hours or less accrued compensatory time may elect to use vacation or compensatory time. Employees with more than thirty accrued hours compensatory time shall use compensatory time before using vacation time.

All overtime worked shall be either paid on the payday following the pay period in which it was earned or accumulated to be taken as compensatory time off. Compensatory time shall be accumulated at the same r

ate as overtime and may be taken off at a time designated by the employee with the approval of the Supervisor or his/her designee.

### **Overtime**

Many employee may be required to work overtime. Your supervisor will notify you when you are required to work overtime. We expect and appreciate your cooperation. We will try to provide you with advance notice of any overtime that will be required of you.

1. All employees shall receive FLSA overtime consistent with existing law.
2. Overtime shall be computed at a rate equal to one and one-half (1 and 1/2) times the employee's regular hourly rate for authorized hours worked in excess of forty (40) hours per work week. The workweek is defined as seven (7) consecutive calendar days, Monday through Sunday (unless an alternate workweek is approved).
3. Only hours worked shall be counted as time worked for purposes of computing time and one-half overtime, except that hours paid for pre-approved vacation, comp-time, and holidays shall be counted as hours worked for purposes of computing overtime. Sick leave, and vacation in-lieu and comp-time in-lieu of sick leave shall not count as hours worked.
4. CalVans will pay an amount equal to time and one-half over and above the current hourly rate of pay for an employee required to work in excess of eight (8) hours per workday or an approved alternate longer regular work-shift. A workday is defined as a 24-hour period.
5. It is specifically understood that overtime does not apply to standby time.
6. All overtime worked shall be either paid on the payday following the pay period in which it was earned, or accumulated to be taken as compensatory time off. Compensatory time shall be accumulated at the same rate as overtime and may be taken off at a time designated by the employee with the approval of the Department Head or their designee.

If you are a non-exempt employee, you will be paid overtime in accordance with state and federal overtime requirements. For all hours worked more than eight (8) hours in one (1) day or 40 hours in one (1) week, or for the first eight (8) hours on the seventh consecutive day in the same workweek, you will be paid at one and one-half times (1½) your regular rate of pay. You will be paid double-time for hours worked more than 12 in any workday or in excess of eight (8) on the seventh day of the workweek. There may be exceptions to these standards were allowed by law.

Please remember you are not allowed to work overtime unless it has been authorized in advance by your supervisor. He or she will initial your overtime hours on your attendance sheet.

### **Performance Evaluation**

Full and Part-Time Regular employees. An evaluation will be prepared at the mid-point and 30 days prior to the end of the introductory period and at the end of every 12 months thereafter. Supervisors and Managers are responsible for ensuring an employee does not go over one year without a written performance evaluation.

After the supervisor completes the evaluation, they will meet with the employee to review it. The employee will receive the original and one copy of the evaluation. The employee is to initial the copy, indicating that they have received the evaluation. Signing does not indicate that the employee agrees with the content of

the evaluation, but only that the evaluation has been received. This copy, marked Confidential, will be retained in the personnel file.

Temporary employees. Temporary employees will not receive periodic evaluations on a routine basis. However, a temporary employee who has been employed by CVA for more than six months in any calendar year may request a performance evaluation that will be completed by the supervisor and retained in personnel files on the basis of other evaluations.

Relationship of evaluations to salary increases. Although a satisfactory evaluation is required before a salary step increase can be granted, an increase is not automatic. Salary increases depend upon many factors in addition to performance.

Unsatisfactory performance. If an employee's Work is unsatisfactory, the Executive Director may terminate the employee at once. If an employee's work is unsatisfactory, but the supervisor believes that improvement can be made in a reasonable length of time, the supervisor may schedule a Performance Conference. The employee must be notified in writing that the Performance Conference is scheduled. Only the immediate supervisor and the employee will attend this conference. Areas of concern will be brought to the employee's attention. A written plan of Corrective Action will be prepared, and a copy will be given to the employee. Another conference will be scheduled no sooner than ten (10) working days and no later than thirty (30) working days from the first Performance Conference. The scheduling of a Performance Conference constitutes notice to the employee that termination is being considered. Nothing in this paragraph is intended to suggest that the employee cannot be terminated before the date of the second Performance Conference if that is in the best interest of CVA.

Subsequent Performance Conference. If, in the judgment of the supervisor, there has not been sufficient improvement in the employee's work performance by the time of the second Performance Conference, the supervisor may recommend to the Executive Director that the employee be subject to further discipline, up to and including termination.

Informal Performance Conferences. Nothing in this section will preclude the scheduling of informal conferences between supervisor and employee to discuss the employee's work performance and other employment-related issues. Supervisors are encouraged to schedule such conferences as needed. The scheduling of an informal conference does not constitute notice that termination is being considered.

## **Attendance:**

Punctuality and regular attendance are essential to the successful operation of CVA's business. If an employee is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor before his or her starting time.

If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor prior to leaving. If the employee fails to call his or her supervisor or report for work for 3 consecutive workdays, the employee will be deemed to have voluntarily resigned from his or her employment with CVA and will be removed from the payroll. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

## **Internet, Email and Computer Use Policy:**

Please reference “Internet, Email and Computer Use Policy”.

## **Social Media Policy:**

Please reference “Social Media Policy”.

## **Cell Phone Policy/ Driving With Cell Phones:**

Please reference “Cell Phone Policy/Driving With Cell Phones Policy”

## **Travel Policy**

### **A. Short Duration Travel**

One day travel or travel within the home region, of less than 2 hours’ drive, involving no overnight accommodations shall be authorized by the Executive Director.

Meals may be provided when the Executive Director or his/her designee authorizes the short duration travel which requires the employee to be away from their normal work location at mealtime.

The Executive Director or their designee may authorize meals for any presentation guest(s) or during training with prior approval.

Meals may be reimbursed during travel when employees are required to attend a breakfast, lunch or dinner meeting within their home County and for the benefit of CalVans. The employee shall sign a written request to explain the reason for the meeting. This document must be approved by the Executive Director and submitted with the claim, event flier and original receipt.

All meals must have an original receipt.

### **B. Extended Duration Travel**

In-State extended duration travel which involves reimbursable expenses for overnight accommodations MUST be approved by the Executive Director or their designee. Extended duration travel will be approved only on the basis of one or more of the following guidelines:

1. Conferences or conventions as approved in the annual budget.
2. Meetings or conferences required in the implementation or administration of new or ongoing programs may be approved as necessary.

### **C. Out of State Travel**

Out of state travel by any employee on behalf of CalVans is generally discouraged and must have prior approval of the CalVans Board.

## **D. CalVans – Hosted Affairs**

Whenever the Executive Director of CalVans or their designee acts as host for a convention, conference, or meeting that will be of benefit to CalVans or is a necessity due to grant provision, the expenses of the breakfast, lunch or dinner held in conjunction therewith, including meals of duly authorized delegates or representatives thereto, may be paid upon presentation of claims, therefore. Receipts are necessary for the meal along with written information about the meeting's purpose and a list of attendees. If only CalVans employees are in attendance, a sign-in sheet should be provided.

## **E. Mode of Travel**

All travel will be the most economical means as determined by the Executive Director. CalVans authorized automobiles are generally preferred but the use of private automobiles may also be authorized when appropriate. Authorized private vehicle usage shall be reimbursed at the rate established by the then current Federal standard mileage rates. Other forms of transportation such as trains, buses and airplanes may be used as long as they are approved by the Executive Director and supported by ticket stubs and/or receipts. Reimbursement for airplane fares shall be no greater than the coach rate.

## **F. Lodging and Meal Expense**

1. In all travel, employees are expected to secure overnight accommodations and meals as economically as possible.
2. Allowance for lodging is actual cost and **MUST BE SUPPORTED BY A RECEIPT.**
3. Single rates prevail except when the room is occupied by more than one CalVans employee. Any employee accompanied by a family member or friend is responsible for the difference, if any, between the single room rate and a double room rate.
4. CalVans is a government agency and qualifies for and receive Transient Occupancy Tax Exemption if the hotel/motel will accept it. Hotel/motel Transient Occupancy Tax Waiver Exemption should be used during the hotel/motel registration. When calling the hotel/motel, the employee shall ask for the government or conference rate.
5. Accommodations for the first night's stay will be covered when a class, convention, or seminar starts at 8:00 AM and staff is required to travel at least 2 hours to attend the class, seminar, conference, or convention.
6. A second night of accommodations will be covered if employee is unable to return due to bad weather, the cost of the lodging is less than the overtime, or other factors, however, approval must be made by the Executive Director in writing.

## **G. Qualifications for Meals**

The CalVans maximum reimbursement for each meal is \$15.00 for breakfast, \$25.00 for lunch and \$35.00 for dinner. Tips are included in the maximum for each meal. Alcohol is not a reimbursable item. **ALL MEALS MUST HAVE A RECEIPT.**

One-day travel. For travel which does not require an overnight stay, meal expense amounts for partial days of travel will be based on the above amounts. An employee may not claim an allowance or reimbursement for any meal which is provided as part of the registration or conference expense.

## H. Travel Times

Travel times specified for meals apply to travel that occurs during the hours of 6:00 AM to 7:00 PM. The Executive Director or his/her designee should discuss any other exceptions to these standards.

- a. Breakfast may be claimed when travel commences at or prior to 7:00 AM on the first day of travel.
- b. Lunch may be claimed on the first day of travel that begins at or before 11:00 AM and may be claimed on the last fractional day if the travel terminates at or after 2:00 PM.
- c. Dinner may be claimed on the first day of travel that begins at or before 4:00 PM. Dinner may be claimed on the last day of travel if the trip ends at or after 7:00 PM.
- d. For all travel in which breakfast, luncheons and/or dinners are provided; the employee is not entitled to a meal allowance or reimbursement.
- e. Complimentary continental breakfasts provided at particular hotels or motels as part of the cost of attendance are NOT considered a meal, and an employee may receive reimbursement for the cost of a breakfast meal notwithstanding the availability of the complimentary breakfast.

## I. Miscellaneous Travel Expense

The following items may also be claimed if incurred in the performance of CalVans business and if supported by ticket stub and/or receipts:

- a) Registration/conference fees or dues.
- b) Hotel/Motel parking. If self-parking is available, then valet parking will not be reimbursed.
- c) Ferry
- d) Shuttle buses and taxi fare
- e) Airport parking
- f) Business telephone calls.
- g) Internet service.

**J. Receipts** are NOT required in order to be reimbursed for:

- a) Metered parking.
- b) Road or bridge tolls

## K. Travel Budget Limitations

- a) Travel MUST be approved by the Executive Director.
- b) Travel will be reviewed by the accounting department's periodically to ensure appropriate uses and funding levels.

## L. Right of Appeal

Damages to employee's personal vehicles shall be covered by the employee's insurance. If the employee has a deductible type of policy, the employee shall assume this liability while on CalVans business, just as the employee would while driving on personal business. The Mileage Reimbursement Rate for using a personal vehicle for CalVans business will be at the then current Federal IRS rate.

**M. Claim Procedure**

- a) A signed travel request form must accompany all travel claims, except one-day travel claims.
- b) Claims for expenses incurred while traveling on official CalVans business shall be submitted to the accounting department within 90 calendar days after completion of authorize travel.
- c) Statement on the claim shall include the purpose of the trip and inclusive dates of travel.
- d) All receipts must accompany the claim.
- e) All expenditures shall be itemized, and all claims shall include a travel request form, itinerary/agenda and the receipts for registration fees and lodging, ferry, parking, bus, and taxi fares when available.
- f) Receipts are not required for toll bridges, meter parking or unattended parking lots.
- g) If claimant purchases a ticket on a common carrier or aircraft, the receipt shall accompany the claim form.
- h) A copy of the travel request MUST be approved by the Executive Director.
- i) Out-of-state travel claims shall also be accompanied by appropriate authorization.



## Bilingual Pay

Bilingual employees assigned to positions involving public contact shall be entitled to Level I Conversational bilingual compensation in the amount of \$25.00 per pay period where the use of bilingual skills constitutes at least fifty percent (50%) of their productive time.

Bilingual employees assigned to positions with public contact may be entitled to Level II Advanced bilingual compensation in the amount of \$50.00 per pay period where the use of bilingual skills constitutes at least fifty percent (50%) of their productive time including the use of advanced bilingual skills at least 25 percent (25%) of their productive time, and the employee has passed the corresponding CalVans selected bilingual proficiency examination.

Employees receiving Level II Advanced bilingual compensation shall not be entitled to receive Level I Conversational bilingual compensation. Employees that translate for more than one language are not eligible to receive additional bilingual compensation for the additional language(s).

Bilingual pay requires approval by the Office Manager upon request of the Department Head. Where necessary, job audits may be conducted to determine whether the established percentage criteria are being met. For highly specialized or highly technical situations, or where the job knowledge is critical to ensuring that competent and accurate translation is available on an on call or as needed basis and upon request of the Department Head, CalVans Office Manager may waive the percentage requirements.

Bilingual pay shall be terminated if CalVans determines that the percentage or level of bilingual services provided by the employee falls below the established criteria for compensation, or the employee fails to pass a proficiency examination, or the department determines that the employee fails to demonstrate satisfactory performance in providing bilingual services.

Bilingual pay shall be terminated and a new request for bilingual compensation may be submitted if employee is demoted, promoted, transferred, or reassigned. The decision of the Executive Director regarding the granting and termination of bilingual payment shall be final and shall not be subject to appeal or grievance procedures.

Employees receiving bilingual pay may be required to use their bilingual ability to assist other departments within CalVans. When a part-time employee is assigned bilingual duties, the bilingual pay shall be prorated.

## Training and Employee Development

Training and development of each employee is important to individual success with CVA as well as contributing to CVA's success. It is expected that each employee takes advantage of on-the-job training and other agency-sponsored education programs as they relate to the individual's job responsibilities. It is also expected that employees pursue development programs on their own to continually increase skills and competencies.

Requests for training and reimbursement. Reimbursement of expenses connected with employee training such as conference registration, tuition, books and materials, travel, and so forth, will be considered only when the training has been approved in advance or required by CVA. All requests for training and for paid or unpaid time off for training must be submitted to the supervisor, which must be submitted to the Executive Director for final approval.

Documentation of expenses. Attached original receipts must support all requests for reimbursement for approved training. If an employee wishes direct payment to be made to the training sponsor, the request, approved by the employee's supervisor, must be submitted to the Executive Director as soon as possible, but no less than at least 14 days before the early mailing deadline for the event. Training expenses may not be reimbursed if the supervisor did not approve the training at least 14 days before the early mailing deadline. An employee will not be paid penalties for late enrollment if the employee was negligent in submitting a training request or payment in a timely fashion.

Paid time off for training. CVA will allow employees paid time off for their attendance at training events if attendance is mandated by CVA. CVA may allow paid time off for attendance at other off-site training events if the event is related to the employee's job and has been approved by their supervisor. Employees may submit a request for paid time off for training that has been approved for reimbursement. Employees may also submit a request for paid time off for training that they will pay for themselves if it is judged by their supervisor to be relevant to the work of the Agency. Employees who attend approved off-site training events will not be paid for more hours than they would be regularly scheduled to work during the period when they are attending the training event.

Certification. Employees are expected to submit copies of certificates of completion for inclusion in personnel files. Employees also may be asked to submit an oral or written report for the benefit of other employees.

### Sexual Harassment and Discrimination Prevention Training

All supervisors and managers will attend annual sexual harassment and discrimination prevention training. Every manager is responsible for completing the training prior to their anniversary date every year. Any supervisor, manager or Leadworker that does not take the annual training will be subject to discipline.

All other employees will complete harassment training every other year. The Office/Payroll Manager will ensure that all employees meet their annual or semiannual training requirements. For more information about Sexual Harassment and how to report it, please see the CVA Sexual Harassment Policy.

## Expense Reimbursements

Responsibility for purchasing — employees whose job descriptions do not include responsibility for purchasing must not make expenditures for materials, supplies, or services for CVA's use, unless the Executive Director specifically assigns the employee that responsibility.

All purchases must be charged to CVA accounts. In extraordinary circumstances, a supervisor may authorize an employee, in advance and in writing, to purchase an item or items for the use of CVA following consultation with the Executive Director.

Requirement for documentation of expenses — All requests for reimbursement of authorized expenses for any CVA purpose, including but not limited to reimbursement for expenses of travel, mileage, conferences, training, materials, supplies, or services, must be submitted within five (5) working days of the expense accrual, approved by the employee's supervisor, and accompanied by original copies of itemized receipts for all the claimed expenditure. Failure to submit receipts may result in delay or denial of payment.

Petty cash — Employees who have received advanced written approval from a supervisor to make a personal expenditure for a minor agency expense may be issued petty cash by the accounting department on written request. Receipts must be submitted to the accounting department within five (5) working days after issuance of petty cash. Petty cash must not be used to purchase routine supplies or services that could be purchased on account. Petty cash is intended to facilitate small purchases. Substantial amounts of petty cash will not be issued or kept on hand.

Reimbursement of mileage expenses — CVA will reimburse employees for approved work-related travel expenses, including mileage, transit fares, parking fees, and bridge tolls. Employees will not be reimbursed for commuting expenses. Transit fares will be paid at the rates in effect between points. Mileage will be paid at the Federal I.R.S. rate in effect at the time of the request.

Claiming reimbursement of mileage expenses - All travel expenses must be listed on a standard form and approved by the supervisor. Point of origin and destination with beginning and ending odometer reading, and purpose of travel must be stated.

Frequency of requests for reimbursement - Requests for travel reimbursement should be submitted to the employee's supervisor once a month on the last day of the month in which the travel occurred. Employees have until the 15<sup>th</sup> of the following month in which to submit their reimbursement request for travel.

Automobile license/insurance requirement - CVA maintains "non-owned automobile liability coverage" on automobiles that are owned by employees and used by them in their work with CVA. CVA's automobile insurance coverage is secondary to the employee's own automobile insurance coverage. Upon hire, an employee who expects to use their automobile for CVA business must provide a certificate of automobile insurance demonstrating that the employee has at least the California legal minimum of coverage.

Annually, or upon expiration of the certificate of coverage, each employee will be required to provide a new copy of their insurance card. If an employee should change insurances during the year, they must provide a new copy to the Office/Payroll Manager.

If the employee loses their ability to drive a CVA vehicle and does not receive a written waiver of personal automobile use for agency business from the Executive Director, will be terminated. CVA may not employ anyone with an SR-22 insurance policy. A lapse in the employee's insurance coverage will be grounds for termination of employment.

CVA will reimburse employees for reasonable expenses incurred for business purposes as required by law. Questions on this policy and reimbursements in general should be directed to Office/Payroll Manager.

## Termination of Employment

### Resignation/Retirement

Voluntary termination (resignation or retirement): Resignation or retirement is the voluntary termination of employment by an employee. An employee intending to resign or retire shall submit, in writing to the employee's supervisor and the Office/Payroll Manager, a notice stating the general reasons for and the effective date of the resignation. Employees are requested to give a minimum of two working weeks' advance notice, excluding time taken for all accrued PTO and extended sick leave hours.

Voluntary termination with notice. CVA requests that an employee who intends to resign with notice from their position submit a letter of resignation naming the last day for which they expect to be paid (which may be later than the last day of work).

If an employee who leaves CVA voluntarily gives the supervisor at least 72 hours' notice, all conceded pay, including vacation pay but not including expense reimbursements, will be available to the employee in the administrative office of CVA by 5:00 p.m. on the last day of employment. Expense reimbursements will be paid in a reasonable timeframe when timely submitted in accordance with the Expense Reimbursement policy below.

Voluntary termination without notice. If an employee who leaves CVA voluntarily for any reason does not give notice, all conceded pay, including vacation pay, will be available to the employee in the administrative office no later than 71 hours after the last hour of employment. Expense reimbursements will be paid in a reasonable timeframe when timely submitted in accordance with the Expense Reimbursement policy above.

Automatic Resignation. An employee will be considered to have automatically resigned from their position if they do not respond to outreach from CVA and have not contacted CVA for a period of 3 workdays. Final compensation shall be mailed to the last known address in the employee's personnel file.

Involuntary termination due to funding loss. If contract or grant funding is lost for a program of CVA, every effort will be made to give affected employees at least two (2) weeks' notice before they are terminated. If other positions are available in CVA, employees to be terminated will be given first consideration for positions for which they are qualified. All pay to date and pay in lieu of accrued vacation time will be available to employees by 5:00 pm on the last day of work before termination.

Restoration of funding. If funding is lost because a contract or grant is cancelled, and this contract or grant is reinstated within three (3) months, employees who were terminated will be contacted to discuss re-employment. If employees are rehired, no benefits will be paid or accrued for the intervening period when not employed by CVA.

Involuntary termination. Under state law, employment with CVA is entirely at will. The Executive Director may dismiss an employee when dismissal is deemed in the best interest of CVA with or without the recommendation of the employee's supervisor and without stated cause.

Only the Executive Director can dismiss an employee of CVA, though the Executive Director may seek the recommendation of the employee's immediate supervisor. The Executive Director will sign all letters of termination.

### **Procedure**

**Pay when terminated involuntarily** - When an employee is separated from CVA involuntarily, all conceded pay to date, including pay in lieu of accrued vacation leave will be available to the employee at the administrative office of CVA by 5:00 p.m. on the last day of employment. There will be no severance pay.

**Immediate suspension.** The Executive Director may suspend an employee immediately, without pay, if the Executive Director determines such suspension to be in the best interest of CVA.

**Layoff Privileges.** Within the employee's current department, at his or her discretion, an employee affected by layoff may displace an employee in the class in which the affected employee previously held permanent status in that department within the previous five years. Employees may only displace other employees with less seniority. Seniority computation for displacement purposes is made on the same basis as for the original layoff.

## Employee Benefits

### Medical and Dental Coverage

Please reference “Medical and Dental Coverage”.

#### Other Benefits:

Social security (FICA) — Social Security benefits are not provided through payroll contributions with the CVA. A legally prescribed percentage of the employee's gross salary is deducted and matched by CVA using the Public Employee Retirement System (PARS) in lieu of Social Security deductions. Inquiries about the percentage of gross income currently deducted should be directed to the CalVans Office/Payroll Manager in charge of payroll.

Workers' Compensation Insurance — Worker's Compensation Insurance is paid by CVA. This coverage is for work-related accidents and illness and related medical costs. Employees who are injured on the job or in job-related activity must ask for forms and then consult a physician indicated on Workers' Compensation posters displayed in the place of business.

State Unemployment Insurance — State Unemployment Insurance is paid by CVA. It provides wages for eligible employees during periods of unemployment.

State Disability Insurance — State Disability Insurance is paid by the employee. It provides partial salary benefits to employees who are unable to work because of a disability. A legally prescribed percentage is deducted from the employee's gross salary. Inquiries about the percentage of gross income currently deducted should be directed to the Employee in charge of payroll.  
Employee Assistance Program

#### Employee Assistance Program

CVA contracts with an employee assistance program (EAP) which provides for assessment, diagnosis, short-term consultation, and referral to the most appropriate community resources for employees and dependents. Employees may voluntarily utilize the program or, with just cause, may be involuntarily referred by the Executive Director.

#### Service Awards Policy-

The establishment of a program to recognize continuous full-time employment service to the California Vanpool Authority and for outstanding service performance by individuals as determined by CalVans Management. Service awards shall be presented to employees after every year of continuous full-time CalVans service.

#### Length of Service-

In determining the length of service of an employee for the purpose of service awards, only continuous full-time service to the CalVans shall be considered. Continuous full-time service shall mean a period during which the employee has been employed by the CalVans in a full-time permanent position without a break or interruption. A period of employment as a temporary, provisional, or extra help employee shall constitute a break in continuous full-time service.

General leaves of absence granted pursuant to CalVans policy shall not be deemed to constitute a break in continuous full-time service to CalVans, but the period of time that the employee is absent from duties on such a leave of absence shall not be included when determining the length of continuous full-time service.

Leave of absence for military purposes granted pursuant to State Law shall not be deemed to constitute a break in continuous full-time service to CalVans, and the period of time that the employee is absent from duties on such a military leave of absence shall be included when determining the length of continuous full-time service.

The length of continuous full-time service to CalVans shall be determined by the Office/Payroll Manager from personnel records.

#### Year of Service Pins and/or Awards-

Year of Service Pins or Special Anniversary awards designed with the CalVans logo shall be as follows:

- Years of Service Pins for ALL years of service
- Five Years - Engraved Plaque
- Ten Years – Engraved Plaque
- Fifteen Years – Engraved Plaque
- Twenty Years – Engraved Plaque
- Twenty-five Years – Engraved Plaque
- Thirty & Thirty-five Years – Engraved Plaque

#### Presentation of Service Awards-

After the end of each calendar year, the CalVans Office/Payroll Manager will identify those employees who became eligible to receive a service award pin or a plaque during the previous year. Management Staff will determine eligibility for outstanding service performance.

The Executive Director will present the Awards at a State of the Agency Address and Employee Appreciation Banquet for this purpose every December during the off-season or at appropriate function at the direction of the Executive Director.



## Holidays, Vacation, Sick Leave & Use of Employee Benefits

No employee shall be discriminated against or disciplined for the legitimate use of any right, privilege, or benefit. Changes in other terms and conditions of employment, not specifically referenced herein, may only be accomplished pursuant to applicable law.

### Term Life Insurance

CVA provides at CVA expense, a \$10,000 death benefit group term life insurance policy covering each employee. The life insurance coverage will terminate upon the employee's date of separation from CVA employment, whether through voluntary resignation, layoff, termination, or retirement.

### Holidays

Full-time employees are entitled to thirteen paid holidays. Paid holidays are as follows:

New Years Day	January 1	
Martin Luther King Jr. Day	January 16	Third Monday in January
President's Day	February 20	Third Monday in February
Cesar Chavez Day	March 31	Last Monday in March
Memorial Day	May 29	Last Monday in May
Independence Day	July 4	
Labor Day	September 4	First Monday in September
Thanksgiving Day	November	The day designated as Thanksgiving Day
Day After Thanksgiving	November	The day following Thanksgiving Day
Christmas Eve	December 24	The working day before Christmas Day
Christmas Day	December 25	The day designated as Christmas Day
New Years Eve Day	December 31	The working day before New Year's Day

Such other days as the CalVans Board may determine by resolution.

When a holiday falls on a Saturday, employees shall receive holiday credit.

When the holiday falls on a Sunday, the holiday is observed on the following Monday. When a holiday falls on a Saturday, the preceding Friday is observed. Holidays are observed on the day set aside by Congress unless the Board of Directors specifically resolves otherwise and such other days as the Board of Supervisors may determine. A Full-time employee must be on paid status the day before and day after the holiday to receive holiday pay.

In addition to the above paid holiday, effective January 1, 2023, the Governor proclaimed the following holidays, which may be taken in lieu of receiving a personal holiday. Please refer to Floating/Personal Holidays.

- |                             |              |
|-----------------------------|--------------|
| 1) Lunar New Year           | January 22   |
| 2) Genocide Remembrance Day | April 24     |
| 3) Juneteenth               | June 19      |
| 4) Native American Day      | September 22 |

Part-time employees will be entitled only to those holidays listed above that occur on their regularly scheduled workdays. A part-time employee who does not have a current schedule on file, stating their regularly scheduled workdays, will not be entitled to a paid holiday.

Temporary employees may be paid for holidays that fall on their scheduled day of work if they are scheduled to work the day before and the day after the holiday. A temporary employee who does not have a current schedule on file, stating their regularly scheduled workdays, will not be entitled to a paid holiday.

If any employee is required to work during a period when their office is closed or is not permitted to have the time off in their department due to 24-hour shift requirements, these employees shall be paid straight-time holiday in-lieu pay, up to the actual amount of time worked, not to exceed 8 hours during that day. Part time employees will participate in the closure based on their assigned hours and earnings on a pro-rated basis. Employees on a paid leave of absence will participate in the closure; however, employees on unpaid leaves of absence will be excluded.

1. Nothing herein shall prevent the head of any department which by reason of the nature of the service must remain open on holidays, from requiring employees thereof to work on any holiday.
2. Any employee who is required to work, by reason of the nature of the service of the department or by reason of a regularly scheduled other than Monday through Friday, on a day which is a holiday for employees working a regularly scheduled workweek of Monday through Friday, shall be compensated for the holiday at the employee's regular rate of pay for such day had the day not been a holiday. It is the intent of this section to grant the same holidays or compensation therefore to all employees equally.
3. When a holiday established by this article falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.
4. When a holiday established by this article falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.
5. Only 8 hours of holiday pay is permitted on any one full-day holiday. If the employee's regular day exceeds 8 hours and the employee does not work it, vacation or comp time must be used for the difference.
6. Part-time employees shall be credited with holiday pay in the same ratio that their regular part-time service bears to regular full-time service.
7. Notwithstanding anything in this handbook to the contrary, extra help employees shall not be entitled to paid holidays.
8. An additional eight (8) hours shall be added, in a lump amount, to each covered employee's vacation account on pay period 15 every year. This time shall not become vested until added to the account.
9. If the accrual of these 8 hours would cause the employee to reach or exceed their accrual cap, the employee shall not lose any of these hours, however, the employee will not accrue any additional vacation until they are below the vacation limit.

Floating/Personal Holidays

In addition to the holidays listed, excluded employees receive one personal holiday per fiscal year. An additional eight (8) hours shall be added, in a lump amount, to each covered employee's vacation account during pay period 15 of every year. This time shall not become vested until added to the account. If the accrual of these 8 hours would cause the employee to reach or exceed their accrual cap, the employee shall not lose any of these hours, however, the employee will not accrue any additional vacation until they are below the vacation limit.

To be eligible for a personal holiday, an employee must be (a) appointed to a class that requires a probationary period for more than six months; or (b) appointed to an exempt position where leave credits are earned. Once eligible employees complete six months of their initial probationary period, they are credited with a personal holiday for the current fiscal year. Thereafter, the personal holiday is credited on July 1 of each year.

Paid Vacation Leave

An eligible employee may accrue vacation at the appropriate rate applicable to the employee's length of service (2080) hours of actual service:

<u>Service Hours</u>	<u>Hours (days) Earned (based on hours)</u>	<u>Rate (based on hours)</u>
0 - 4,160	80 (10 days)	.038462
4,161 - 10,400	96 (12 days)	.046154
10,401 - 20,800	120 (15 days)	.057693
20,801 - 31,200	140 (17.5 days)	.067308
31,201 +	160 (20 days)	.076924

An eligible employee may accrue vacation at the appropriate rate applicable to the employee's length of service until the employee reaches one of the following accrued hours of vacation limits:

<u>Hours (days) Earned (based on hrs)</u>	<u>Maximum Vacation Accumulation Limits</u>
80 (10 days)	160 hours
96 (12 days)	192 hours
120 (15 days)	240 hours
140 (17.5 days)	280 hours
160 (20 days)	320 hours

Once the appropriate accumulation limit has been reached, the employee shall cease to earn additional vacation until the employee's accumulated vacation balance falls below the limits listed above.

## Sick Leave

### Paid Sick Leave:

Accruals. All regular full-time and regular part-time employees will accrue sick leave as follows:

<u>Service Hours</u>	<u>Hours Earned</u>	<u>Sick leave earned at the rate of (based on hours worked)</u>
0 - 10,400	80 (10 days)	.038462
10,401 - 20,800	88 (11 days)	.042308
20,801 +	96 (12 days)	.046154

Conditions - Full-time and part time regular employees may accrue sick leave without limit. Sick leave may not be used to extend vacation leave. When the employee is separated from CVA, no payment will be made by CVA for accrued sick leave. Sick leave will not be accrued during any period of unpaid leave.

Temporary employees shall receive sick leave credit of twenty-four (24) hours on their first day of employment and on the first day of each subsequent calendar year to use.

Any Temporary employee who separates from CVA and is reinstated/rehired by CVA within the calendar year in which they leave, shall have previously accrued and unused paid sick days reinstated up to a maximum of 24 hours. The employee shall be entitled to use the previously accrued and unused paid sick days as stated above.

Waiting period and notification — There is no waiting period for the use of accrued sick leave. Sick leave may be used as soon as accrued. The employee must notify the supervisor or see that the supervisor is notified when they are absent on sick leave or leaves work because of illness or injury, or when they need to use sick leave to care for others as defined above and in the California Family Rights Policy/Procedure, as soon as practicable to do so. If sick leave is taken for a scheduled appointment, notification, which is reasonable in the judgment of the supervisor, will be required. For purposes of this policy, “as soon as practicable” means notifying your supervisor at least two hours prior to the start of your work shift, except in cases of accidents or sudden illnesses when an employee is not able to provide such notice under these circumstances, notice should be provided as soon as possible.

### Paid Sick Leave to Care for Yourself or to care for Others

Please refer to the California Family Rights Policy/Procedure for eligibility and process for requesting time off from work due to your own or your families need for care due to a serious health condition.

### Medical Report:

Doctor's certificate - CVA, as a condition of granting sick leave with pay, may require medical evidence of sickness or injury in the form of a statement from an employee's physician, acceptable to CVA, when the employee is absent for more than three consecutive working days or when the supervisor determines within CVA's discretion, that there are indications of excessive use of sick leave or sick leave abuse.

If requested, you must present a certificate from your medical practitioner stating that the leave was necessitated by your illness or injury, releasing you to return to work, and setting forth any restrictions or limitations on your ability to perform your job.

No negative accrual — Employees may not take paid leave more than the amount accrued with the expectation that it can be counted against future accrual, no request for such negative accrual will be granted. If an employee exceeds accrued sick leave during a pay period, the additional hours not covered by sick leave shall be deemed leave without pay.

#### Temporary/Modified Duty

On occasion, employees might incur an injury or illness that precludes their performing their regular duties. Temporary modified work assignments enable employees to return to work while receiving treatment during their recovery process and provide a safe bridge for employees to return to their regular job assignment as soon as it is medically feasible. Please refer to CVA Temporary/Modified Duty Policy and consult with the HR Department to determine your eligibility for this program.

## Leaves of Absence

### CFRA

CVA will follow all laws and regulations as it relates to the CFRA and FMLA. Employees can view the CFRA/FMLA policy and procedures by contacting your manager.

### Paid Family Leave Benefits

An employee who is off work to care for a child, spouse, parent, registered domestic partner, sibling, grandparent, grandchild or in-law with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the California “Paid Family Leave” (“PFL”) program, which is administered by the Employment Development Department (“EDD”).

These benefits solely are financed through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits. PFL provides limited compensation for up to eight weeks in a 12-month period for reasons as allowed by law. The EDD can provide additional information about any applicable waiting period.

If you need to take time off work to care for a covered relative with a serious health condition or to bond with a new child, please inform the Office/Payroll Manager, and you will be given information about the EDD’s PFL program and how to apply for benefits. Employees may also contact their local Employment Development Department Office for further information. You should maintain regular contact with The Office/Payroll Manager during the time you are off work so we may monitor your return-to-work status. In addition, you should contact the Office/Payroll Manager when you are ready to return to work so we may determine what positions, if any, are open to you.

When an employee applies for PFL benefits, the Office/Payroll Manager Department will determine if the employee has any accrued but unused vacation or sick time available. If the employee has accrued but unused

vacation or sick time available, then the employee may elect to use this time to integrate with PFL benefits but not beyond 100% of their regular earnings.

Please note, employees taking time off work to care for a child, spouse, parent, or domestic partner or other relative with a serious health condition or to bond with a new child are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Any time off for Paid Family Leave purposes will be designated as leave under the appropriate leave policy, if applicable.

### **Pregnancy Disability Leave of Absence and Accommodation**

If you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave ("PDL"). If affected by pregnancy or a related medical condition, an employee also is eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodation where doing so is medically necessary.

In addition, if it is medically advisable for the employee to take intermittent leave or work a reduced leave schedule, CVA may require the employee to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave. Employees should contact Office/Payroll Manager to request leave, accommodation, or transfer.

Reasons for Leave - PDL is for any period(s) of actual disability caused by the employee's pregnancy, childbirth, or related medical condition - per pregnancy. Time off needed for prenatal or postnatal care; doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

Duration of Leave - An employee is entitled to up to four months of PDL while the employee is disabled by pregnancy, childbirth or related medical condition. The actual length of the PDL is determined by medical necessity as documented by your medical provider. For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17 $\frac{1}{3}$  weeks), following the commencement date of taking a pregnancy disability leave. For a full time, employee who works five eight-hour days per week, or 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 $\frac{1}{3}$  weeks.

Employee Notice Requirements - To receive reasonable accommodation, obtain a transfer, or take a PDL, you must provide sufficient notice so CVA can make appropriate plans – 30 days advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Medical Certification - An employee is required to obtain a certification from her health care provider of her need for PDL, or the medical advisability of an accommodation or a transfer.

A certification of reasonable accommodation or a transfer is sufficient if it contains:

- (1) A description of the requested reasonable accommodation or transfer;

(2) A statement describing the medical advisability of the reasonable accommodation or transfer because of pregnancy; and

(3) The date on which the need for reasonable accommodation or transfer became or will become medically advisable and the estimated duration of the reasonable accommodation or transfer.

A medical certification indicating disability necessitating a leave is sufficient if it contains:

(1) A statement that the employee needs to take pregnancy disability leave because she is disabled by pregnancy, childbirth or a related medical condition;

(2) The date on which the employee became disabled because of pregnancy; and

(3) the estimated duration of the leave. Upon request, the Office/Payroll Manager Department will provide you with a medical certification form that you can take to your doctor.

As a condition of an employee's return from PDL, CVA requires the employee to obtain a release to return to work from their health care provider stating that the employee is able to resume their original job duties.

Leave is Unpaid - PDL leave is unpaid. However, at the employee's option, the employee may use any accrued vacation time or other accrued paid time off (e.g., paid sick time or newborn/adoption leave) as part of their PDL before taking the remainder of their leave on an unpaid basis. The use of any paid leave will not extend the duration of the employee's PDL. CVA encourages employees to contact the EDD regarding eligibility for state disability insurance for the unpaid portion of their leave. Employees may be eligible to receive pay pursuant to CVA's newborn/adoption leave, which runs concurrently with leave taken under the PDL policy.

Return to Work - If an employee does not return to work on the originally scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, the employee may be deemed to have voluntarily terminated their employment with CVA. Failure to notify CVA of their ability to return to work when it occurs, or their continued absence from work because their leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of the employee's employment with CVA, unless the employee is entitled to Parental Leave.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began, unless legitimate business reasons prevent reinstatement, or preservation of the employee's job would compromise business safety or efficiency. In such a case, a comparable vacant position will be offered. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

You must be released by a physician to return to work. The release should be in writing and be submitted to the Office/Payroll Manager on or before your return from pregnancy disability leave. Failure to return to work at the expiration of the leave will be deemed as your resignation.

If an employee wants more information regarding their eligibility for a leave and the impact of the leave on his/her seniority and benefits, the employee should contact the Office/Payroll Manager Department.

Request for Additional Time Off -Any request for leave after the employee's disability has ended will be treated as a request for separate leave. Please contact the Office/Payroll Manager for more information.

Continuation of Health Insurance Benefits - Employees who participate in CVA's group health insurance plan shall continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with Office/Payroll Manager for payment of their share of the insurance premiums.

### **Bereavement Leave**

A regularly scheduled employees may be allowed up to five (5) days of bereavement leave per instance in the event of the death of a family member, i.e., spouse, domestic partner, parent, grandparent, child, stepchild, mother-in-law, father-in-law, step-parents, sibling or other person who can be demonstrated to the satisfaction of the supervisor to be dependent for care on the employee or any other person sharing the relationship of in loco parentis. An employee shall be allowed to take such leave within a six-month period from the date of death. Leave is only for all hours the employee would have been scheduled to work. Employees on a leave of absence without pay are not entitled to bereavement leave. CVA may require verification of death.

### **Military Leave**

If you are called to active duty in the U.S. military, Reserves, or California National Guard, you are eligible for unpaid military leave of absence in accordance with state and federal law. Present your supervisor with a copy of your service papers as soon as you receive them. During your absence, your length of service accumulates, and your benefits will continue as required by applicable law. Upon application within the appropriate time period after your date of discharge from military service, you will receive the then-current rate of pay and the then-current benefits. If you are required to attend yearly Reserves or National Guard duty, you may apply for an unpaid temporary military leave of absence not to exceed 17 days (including travel). However, if you prefer, you may use your earned vacation time for this purpose. You should give your supervisor as much advance notice as possible so we can ensure proper coverage while you are away.

### **Civil Air Patrol Leave**

An employee who has been employed 90 days or more is permitted to request up to 10 calendar days of unpaid leave per year to respond to an emergency operational mission of the California wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol. Such leave is limited to three days for each emergency operational mission, unless the government entity that authorized the mission extends it and CVA approves the additional time off. Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment. Employees requesting time off must notify their direct supervisor as soon as possible after learning the intended dates upon which such leave will begin and end. Approval of any leave request is conditioned upon certification from the proper Civil Air Patrol Authority of the employee's eligibility to take such leave. Failure to provide the required certification will result in denial of leave. Employees may, but are not required to, elect to substitute any accrued unused vacation days for otherwise unpaid Civil Air Patrol Leave.



**Leaves for Volunteer Firefighters, Reserve Police Officers, and Emergency Rescue Personnel**

Non-exempt employees will be granted time off to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Time off for non-exempt employees will be unpaid.

Exempt employees who work any portion of a workweek in which they also perform such emergency duties or training will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay. Exempt employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

**Jury Duty and Witness Leave**

Employees may be allowed leave with pay while serving on a jury up to a maximum of 30 working days per jury term or court case.

You must present your jury summons to your supervisor as soon as you receive it. You are expected to report for work during hours or days your presence is not required on the jury panel. An employee who does not report to work when available may not receive pay for the day.

Pay while on jury — While on jury leave, and within the limitations above, employees will be paid at their regular rate of pay. Compensation for any employee regularly scheduled to work less than the normal work week shall be prorated within a pay period in which leave is granted, based upon a proportion of the hours which would have been worked during that pay period but for the leave to the normal full-time pay period for the job classification. Any jury pay awarded to the employee, less reimbursement for mileage, shall be paid to CVA.

All benefits continue in full force while the employee is on paid jury leave. When the maximum of paid jury leave has been used, employees will go on unpaid leave. Employees may choose to use accrued vacation time before going on unpaid leave.

Pay while acting as a witness - You may be required by law to appear in court as a witness. You must present your witness summons to your supervisor as soon as you receive it. We ask that you give your supervisor as much advance notice of your court appearance as possible. CVA provides unpaid time off for this purpose. However, exempt employees will be paid their full salary for any work week in which they are required to appear as a witness. Any witness fee awarded to an exempt employee, less reimbursement for mileage, shall be paid to CVA.

**Crime Victim Leave**

Time Off for Crime Victims -Employees who have been victims of certain serious or violent felonies specified under California law may take time off work to attend judicial proceedings related to the crime, including any proceeding involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which the right of the victim is at issue. Employees also may take time off for such reasons if an immediate family member has been a victim of a specified crime. "Immediate family member" is defined as spouse, registered domestic partner, child, child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather. Employees who are or whose immediate family members are crime victims should consult with the Office/Payroll Manager to determine if they are permitted time off under this policy. All requests for time off under this policy will be treated as confidential.

Employees eligible for time off under this policy must give the Office/Payroll Manager a copy of the court notice given to the victim of each scheduled proceeding before taking time off unless reasonable advance notice to CVA

of the need for time off is not feasible. When advance notice is not feasible, the employee must provide CVA with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be a police report documenting the individual was a victim of a specified crime; a court order or other evidence from the court the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim; or documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from a specified offense.

Employees may elect to use accrued paid vacation time, paid sick leave time, or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

### **Domestic Violence or Sexual Assault Leave**

#### **Time Off and Accommodation for Victims of Domestic Violence, Stalking or Sexual Assault**

Victims of domestic violence, stalking or sexual assault may take unpaid time off work for up to 12 weeks to obtain help from a court, seek medical attention, obtain services from an appropriate shelter, program, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. We may require proof of an employee's participation in these activities. Whenever possible, you must provide your supervisor reasonable notice before taking any time off under this policy. You may substitute any accrued vacation, sick, or other paid time off for the unpaid leave provided under this policy.

CVA will not discipline, discriminate or retaliate against an employee because the employee is a known victim of domestic violence, stalking or sexual assault.

An employee who is the victim of domestic violence, stalking or sexual assault may request reasonable accommodation with respect to his or her safety while at work. Reasonable accommodation may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking, or referral to a victim assistance organization. Eligible employees desiring accommodation should notify Office/Payroll Manager. The Office/Payroll Manager will then engage in an interactive process with the employee to determine possible effective reasonable accommodations. As part of the interactive process, Office/Payroll Manager may require the employee to provide appropriate certification. An employee who no longer needs an accommodation must notify the Office/Payroll Manager within fifteen (15) days of the change in circumstance.

#### **Time Off for Voting**

If an employee does not have enough time outside working hours to vote in a statewide election, they may take up to two hours of paid leave at the beginning or the end of the working day to go to the polls to vote. An employee who needs this time off should notify their supervisor at least two days before the time is needed.

#### **Time Off for Day Care Activities, School Activities and Conferences**

Parents, stepparents, foster parents, guardians, or grandparents with school children from kindergarten through Grade 12, or whose children attend a licensed child care provider are provided unpaid time off up

to a maximum of eight (8) hours in one (1) calendar month and/or 40 hours in one (1) calendar year to find, enroll, or reenroll his or her child in a school or with a licensed child care provider or to participate in activities of the school, including parent-teacher conferences, or licensed child care provider of the employee's child so long as the employee provides reasonable advance notice of the absence.

We may require proof of an employee's participation in child-related activities on a specific date at a particular time.

Time off is also provided to address a childcare provider or school emergency if the employee gives notice of the need for time off. "Childcare provider or school emergency" means that an employee's child cannot remain in a school or with a childcare provider due to one of the following:

- (1) the school or childcare provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or childcare provider;
- (2) behavioral or discipline problems;
- (3) closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; and
- (4) a natural disaster, including, but not limited to, fire, earthquake, or flood.

Parents, guardians, or grandparents with custody of schoolchildren who have been suspended also are allowed to take unpaid time off to appear at the school pursuant to the school's request.

#### Lactation Accommodation leave.

CVA will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. To the extent possible, the break time shall run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid if the employee is nonexempt. Exempt employees will be paid as required by law.

The lactation area or room will be a permanent or temporary location, other than a rest room, which is proximity to the employee's work area. Whether permanent or temporary, the room or area will be private, free from intrusion and used only for lactation purposes when the employee is using the room for such purposes. The room or location will be safe, clean, have a surface on which to place a breast pump and personal items, have electricity or access to electricity, and a place to sit.

The room or location may be the employee's private office, if applicable. If because of operational, financial or space limitations, CVA is unable to provide a permanent lactation room or area, it will provide a temporary area or room. When permitted by law, employees will be able to use a multi-employer or multi-occupant lactation area in the building. In addition to providing a room or location that can be used for lactation purposes, CVA will provide access to running water and a refrigerator or cooler to store the breast milk.

Please contact the Office/Payroll Manager if you have questions about this policy or to request accommodation. If CVA is unable to provide lactation accommodations, it will notify the employee in writing.

CVA will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation and any questions or concerns about exercising rights under this policy should be directed to the Office/Payroll Manager. Employees who believe they have been denied reasonable break time or adequate space to express milk have the right to file a complaint with the Labor Commissioner.

#### Organ Donor Leave

An employee may request a paid leave of absence for up to 30 business days in anyone-year period to undergo a medical procedure to donate an organ to another person. In addition, an employee can request an additional 30 days of unpaid leave in anyone-year period to undergo a medical procedure to donate an organ to another person. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. The one-year period is measured from the start of the leave.

For an initial request for organ donation leave, an employee must use up to two weeks of accrued vacation time during the leave, but the use of vacation accrual does not extend the term of the leave. If accrued vacation is not available, the paid time off will be for up to 30 days. Employees will continue to receive health benefits for the duration of their organ donation leave as if they were working. Upon returning from such leave, employees will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation, and paid time off or seniority.

#### Bone Marrow Leave

An employee may request a leave of absence for up to five business days in a one-year period to undergo a medical procedure to donate bone marrow. The one-year period is measured from the start of the leave. Employees must provide a certification from their physician regarding the purpose and length of each leave requested. An employee must first use any accrued vacation time for this leave, but the use of vacation accrual does not extend the term of this leave. If accrued vacation time is not available, the time off for such procedure shall be paid, but the paid time off shall not exceed five days. Employees will receive health benefits for the duration of their Bone Marrow Donation Leave as if they were working. Upon returning from such leave, employees will have a right to return to the same or equivalent positions they held before such leave. Absences due to organ donation leave do not count as a break in service for the purpose of the employee's right to salary adjustments, sick leave, vacation, and paid time off or seniority.

#### Rehabilitation Leave

We are committed to providing assistance to our employees to overcome substance abuse problems. CVA will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off without pay, provided the accommodation does not impose an undue hardship on CVA. You may use any accrued sick or vacation benefits while on leave under this policy. However, additional benefits will not be earned during the unpaid portion of the leave of absence. A leave of absence under this policy will be subject to the same provisions and rules as apply to medical leaves of absence. CVA will attempt to safeguard the privacy of an employee's participation in a rehabilitation program.

You should notify the Office/Payroll Manager if you need to request an accommodation under this policy.

#### Literacy Assistance Leave

We are committed to aiding employees who require time off to participate in an adult education program for literacy assistance. If you need time off to attend such a program, you should inform your direct supervisor

or the Office/Payroll Manager. CVA will attempt to make reasonable accommodations for you by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on CVA. CVA will attempt to safeguard the privacy of your enrollment in an adult education program.

#### Unpaid-Leave of Absence

A personal leave of absence without pay may be granted to regularly scheduled, full-time employees who have completed at least 12 months of continuous service. If an employee has not yet reached 12 months of service, an unpaid leave of up to two weeks may be granted by the Executive Director for emergency situations.

Temporary and casual employees are not eligible for unpaid leaves of absence. An unpaid leave of absence may be considered when the employee has a need for a leave that is not covered by other leaves of absence provided by CVA. Unpaid leaves may not be taken to extend the length of any other leave of absence granted by CVA. Any unpaid leave you are granted will run concurrently with other leaves to which you are entitled under the law.

General limitations on unpaid leave — It is the general policy of CVA not to grant unpaid leave for more than 40 hours in a calendar year for personal reasons which are not related to a disabling condition, family care, or military leave. The Executive Director will consider requests for unpaid leave for other purposes but may deny such requests because of the impact of the requested leave on the work of the agency. All accrued vacation leave must be exhausted before unpaid leave will be granted for any purpose that is not related to a disabling condition, family care, or military leave.

Requesting unpaid leave — Requests for unpaid leave for any purpose must be in writing or on a form supplied by CVA, approved by the Supervisor, and submitted to the Executive Director for final approval. Requests must be submitted as far in advance as possible and at least 30 days before foreseeable events such as the birth or adoption of a child or scheduled medical procedure, if possible.

Benefits for employees on unpaid leave — No benefits will accrue or be paid while the employee is on unpaid leave unless covered by a protected leave defined above, except that employee on unpaid leave may continue to be covered by CVA's group insurance plan until the employee's employment has been terminated, but only if the employee pays all premiums to CVA in a timely manner during this period. Failure to pay premiums in a timely manner will result in cancellation of insurance coverage.

Reinstatement after return to work from unpaid leave — When an employee who has been on unpaid leave is ready to return to work, CVA will make every effort to reinstate the employee to the position held at the time the leave began or to an equivalent position. However, return to employment is not guaranteed unless the individual is covered by a protected leave defined above.

## Safety on the Job

### **Job Safety**

**Safety policy** — The Board of Directors of CVA has established that safety and health are everyone's responsibility. To that end, employees of the agency must: 1) follow all safety rules on the job for themselves and for co-workers; 2) report any unsafe practices or unsafe conditions in their work areas; and 3) report all accidents and injuries immediately. It is the responsibility of management to communicate safety and health rules and procedures; provide appropriate safety training; investigate all accidents and injuries; provide proper safety equipment and tools and maintain a clean and safe work environment.

### **Recording and reporting emergencies and incidents**

Any employee who observes or is involved in any incident or becomes aware of any hazard which may result in injury to any employee or visitor to CVA or to an insurance claim being made against CVA or any of its Board members or employees, must report this incident to the Executive Director or designee in a timely fashion and in no case later than 8 hours after the occurrence of the incident. All accidents and injuries must be reported. All injuries that may result in a worker's compensation claim being made must be reported at once.

### **Workplace Violence**

Violence and threats of violence will not be tolerated. Such behavior must be reported immediately. Any employee who contributes to any form of violence will be subject to disciplinary action, including termination, with or without notice.

### **Concealed Weapons Policy**

It is the policy of CVA that no guns and/or weapons of any kind are allowed on CVA premises or at any CVA-sponsored event. Any employee found to be in violation of this policy will be subject to disciplinary action, including termination, with or without notice.

### **Critical Incident Policy and Procedure**

It is the policy of CVA that employees are required to report any critical incident that occurs on or off-site during working hours. This report shall be made immediately to your immediate supervisor and the Department Manager. If, for whatever reason, your immediate supervisor and the Department Manager are not available, you must report the incident to the Executive Director.

Critical incidents include, but may not be limited to the following:

- Suspicion of/or incidents of child abuse, child neglect or child abandonment;
- Violence and/or threats of violence;
- Physical injury;
- Building or property damage;
- Any incident that is of critical concern to you that will adversely affect the safety or welfare of clients or other employees.

Involved staff must document the incident in writing, and the written report must be given to your supervisor before the end of the day.

If your supervisor is not available, the written documented report must be given to the Executive Director

### **CalVans Rights-**

Except as otherwise specifically provided in this Agreement, CalVans has and retains the sole and exclusive rights and functions of management, including, but not limited to, the following:

- 1) To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
- 2) To manage all facilities and operations of CalVans, including the methods, means and personnel by which CalVans operations are to be conducted.
- 3) To schedule working hours and assign work.
- 4) To schedule the operation of and to determine the number and duration of shifts.
- 5) To establish, modify or change work schedules or standards.
- 6) To direct the working forces, including the right to hire, assign, promote, demote, or transfer any employee.
- 7) To determine the location of all offices and facilities.
- 8) To determine the layout and the tools, equipment or materials to be used.
- 9) To determine processes, techniques, methods and means of all operations, including changes or adjustments of any tools or equipment.
- 10) To determine the size and composition of the workforce.
- 11) To determine policy and procedures affecting the selection or training of employees.
- 12) To establish, assess and implement employee performance standards including, but not limited to, quality and quantity standards; the assessment of employee performance; and the procedures for said assessment.
- 13) To control and determine the use and location of CalVans property, material, machinery and/or equipment.
- 14) To introduce new, improved, or different methods of operation or to change existing methods.
- 15) To determine safety, health, and property protection measures.
- 16) To promulgate, modify and enforce work and safety rules and regulations.
- 17) To transfer work from one job to another or from one region or location to another.
- 18) To lay off employees from duty for lack of work, lack of funds or any other reason.
- 19) To reprimand, suspend, or discharge employees.
- 20) To establish, modify, determine, or eliminate job classifications.
- 21) To take such other and further action as may be necessary to organize and operate CalVans in the most efficient and economical manner and in the best interest of the public it serves.
- 22) To contract or subcontract construction, services, maintenance, distribution or any other work with outside public or private entities.

## **Drug and Alcohol-Free Workplace**

CVA is committed to enforcing a drug and alcohol-free environment on its premises. Employees are expected to report to work on time in appropriate mental and physical condition to perform the duties of their position. The manufacturing, distribution, dispensation, possession, or use of a controlled or illegal substance on CVA premises or while conducting CVA business is absolutely prohibited. Violation can lead to termination, with or without notice.

CVA recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Nothing in this policy prohibits such use of legally prescribed medication.

However, employees may not work while impaired using legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage CVA property, or substantially interfere with the employee's job performance.

If an employee is so impaired by the appropriate use of legal drugs, the employee may not report to work. To accommodate the absence, the employee may use accrued sick leave, personal leave, or vacation time.

## **Prohibition of Smoking in the Workplace**

It is the policy of CVA to respect the preferences of both smokers and nonsmokers on CVA premises.

However, CVA regulates smoking on the premises for health and safety reasons and in accordance with California law. Smoking is prohibited in all indoor locations and on CVA property, including all CVA vehicles. Smoking will only be permitted where it is clearly designated and when not in conflict with local ordinances or laws.

## **Safe Harbor Policy for FSLA Exempt Employees**

It is CVA policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure you are paid properly and no improper deductions are made, you must review your pay stubs promptly to identify and to report all errors. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

As an exempt salaried employee, you receive a salary which is intended to compensate you for all hours you work for CVA. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under state law, your salary is subject to certain deductions. For example, your salary can be reduced for the following reasons:

- 1) Full-day absences for personal reasons.
- 2) Full-day absences for sickness or disability if you have exhausted the paid sick leave available to you.



- 3) Intermittent absences, including partial-day absences, covered by the federal Family and Medical Leave Act, if you have exhausted other paid leave available to you.
- 4) To offset amounts received as payment for jury and witness fees or military pay.
- 5) During the first or last week of employment in the event you work less than a full week.
- 6) Any workweek in which you perform no work for CVA.

Your salary also may be reduced for certain types of deductions, such as life insurance premiums; state, federal or local taxes or voluntary contributions to a PARS Retirement plan or 457 deferred compensation pension plan.

In any workweek in which you performed any work, your salary will not be reduced for any of the following reasons:

- 1) Partial-day absences for personal reasons, sickness, or disability.
- 2) Your absence on a holiday when the facility is closed, or because the facility is otherwise closed on a scheduled workday.
- 3) Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work.
- 4) Any other deductions prohibited by state or federal law.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Office/Payroll Manager, the manager of payroll, or any other supervisor in CVA with whom you feel comfortable. If you are unsure of whom to contact if you have not received a satisfactory response within five (5) business days after reporting the incident, please immediately contact CVA Executive Director.

Every report will be fully investigated and corrective action will be taken where appropriate, up to and including termination for any employee(s) who violates this policy. In addition, CVA will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in CVA's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

## **Appendix**

- 1) CalVans Employee Cellphone Use Policy
- 2) Computer and Electronic Technology Usage Policy
- 3) Personal Electronic Use Directive
- 4) Personal Conduct and Prohibited Activity Policy
- 5) Sexual Harassment Policy
- 6) Sexual Harassment Bulletin
- 7) Agency Vehicle Use and Safety Policy
- 8) Policy of Absenteeism While on Call
- 9) Uniform Dress Code Policy
- 10) CFRA/ FMLA Policy
- 11) Hybrid Telework Policy

**Policy Acknowledgement**

**California Vanpool Authority Personnel Policy Handbook**

I acknowledge I have received a copy of CVA’s Sexual Harassment Policy and the Sexual Harassment Bulletin in addition to this Personnel Policy Handbook). I have read the Policies, understand them, and agree to follow all policies and procedures.

I understand any employee who engages in conduct prohibited by the polices will be subject to disciplinary action, up to and including termination. I understand it is my obligation to refrain from engaging in conduct in violation of the polices and also to report conduct which I believe violates the policy to enable CVA to take action as appropriate.

I acknowledge that I have received a copy of the California Department of Fair Employment and Housing’s Publication DFEH 185 entitled, “Sexual Harassment -- The Facts About Sexual Harassment.”

I also acknowledge I have received a copy of the CVA Personnel Handbook and the following CVA’s Policies:

- 1) CalVans Employee Cellphone Use Policy
- 2) Computer and Electronic Technology Usage Policy
- 3) Personal Electronic Use Directive
- 4) Personal Conduct and Prohibited Activity Policy
- 5) Sexual Harassment Policy
- 6) Sexual Harassment Bulletin
- 7) Agency Vehicle Use and Safety Policy
- 8) Policy of Absenteeism While on Call
- 9) Uniform Dress Code Policy
- 10) CFRA/ FMLA Policy
- 11) Hybrid Telework Policy

I have read these policies, understand them, and agree to follow them. I understand any employee who engages in conduct prohibited by any of the policies will be subject to disciplinary action, up to and including termination. I understand it is my obligation to refrain from engaging in conduct in violation of these Policies and to report conduct which I believe violates the policies to enable CVA to take action as appropriate.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original Signature to Personnel File, stored electronically in Paycor HR file but available at any time to employee via Paycor portal.