

California Association for Park and Recreation Indemnity

Board of Directors

President, Dean Wetter
Vice President, Larry Mazzuca
Secretary, Colin Miller

Directors

Ms. Lorena Cervantes
Mr. Jim Friedl
Ms. Jill Nunes
Ms. Michelle Lacy

FINANCE/PERSONNEL COMMITTEE MEETING

9:00 a.m. – Wednesday, October 25, 2023

CAPRI Office
1075 Creekside Ridge Drive
Suite 240
Roseville, CA 95678
(916) 722-5550

In addition to the physical address identified above, California Association for Park and Recreation Indemnity will be conducting this meeting via video and teleconference.

Zoom Meeting:

<https://us02web.zoom.us/j/82677972100?pwd=T25ONXpQL3hLT3hhdUZKaUZGb3c5Zz09>

Meeting ID: 826 7797 2100

Passcode: 419280

In compliance with the Brown Act, this meeting is also being conducted by teleconference from:

1000 La Sierra Drive, Sacramento, CA 95864
901 W. Esplanade Ave., San Jacinto, CA 92582
403 W. Hillcrest Drive, Thousand Oaks, CA 91360

Each teleconference location is open to the public and any member of the public has an opportunity to address the Board from a teleconference location in the same manner as if that person attended the regular meeting location.

Agenda
Finance/Personnel Committee Meeting
October 25, 2023

1. CALL TO ORDER

2. PUBLIC COMMENTS

This time is reserved for members of the public to address the Board relative to matters of the CAPRI not on the agenda. No action may be taken on non-agenda items unless authorized by law.

If a member of the public desires to address the Board on any CAPRI-related item on the Agenda, you are requested to please complete a speaker form and turn it in to the Executive Director. Members of the public may also offer public comment by email. Emails must be submitted to mbreck@capri-jpa.org no later than one hour prior to the start of the meeting. Please note, emailed public comments will be distributed to the Board and treated as a public comment.

3. DISCUSSION/ACTION ITEMS

The CAPRI Personnel/Finance will review and discuss taking appropriate action or inaction with respect to the following matters:

3.1 Job Description Review

- The Committee shall review and discuss the duties identified in the proposed job description for Director of Administrative Operations.

3.2 CAPRI Employee Handbook Review

- The Board shall review and discuss proposed revisions to the CAPRI Employee Handbook.

3.3 CAPRI Employee Market Range Adjustments

- The Board shall review and discuss the CAPRI employee market range adjustments and provide direction to the Executive Director.

4. CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

4.1 Public Employee Evaluation – Performance Review Pursuant to Government Code § 54957

- Executive Director

5. REPORT FROM CLOSED SESSION

Pursuant to Government Code Section 54957.1, the Board must report in open session any action taken, or lack thereof, taken in closed session.

6. ANNOUNCEMENTS

The next CAPRI Board of Directors meeting will be held on November 2, 2023 in Thousand Oaks, CA.

7. ADJOURNMENT

Agenda Item 3.1**DISCUSSION/ACTION ITEMS****SUBJECT: Job Description Review**

BACKGROUND AND STATUS:

The professional development of staff is an important component of any successful organization. As the skills, knowledge, and abilities of staff grow and the organization itself evolves, it then is incumbent upon management to regularly evaluate the job descriptions and job titles in order to ensure that staff responsibilities align with the needs of the membership.

As such, Staff has prepared a draft job description for the Director of Administrative Operations position that better reflects the current role. Staff will be prepared to further discuss this position at the Meeting.

RECOMMENDATION:

Recommend that the proposed job description be adopted by the CAPRI Board of Directors.

REFERENCE MATERIALS ATTACHED:

- Redline Draft of the Director of Administrative Operations job description
- Clean Draft of the Director of Administrative Operations job description

California Association for Park and Recreation Indemnity (CAPRI)

ADMINISTRATIVE ANALYST/DIRECTOR OF ADMINISTRATIVE OPERATIONS

Job Description

The ~~Administrative Analyst~~Director of Administrative Operations, under the general direction of the Executive Director, will provide technical and analytical support to the members of California Association for Park and Recreation Indemnity ("CAPRI"). The ~~Administrative Analyst~~Director of Administrative Operations's primary role will be to ~~coordinate, gather, plan, administer,~~ and analyze underwriting and financial data relating to insurance coverages provided by CAPRI. This is an Exempt position.

Essential Functions/Duties:

Essential Functions/Duties may include, but are not limited to, the following:

- Responsible for establishing, organizing, maintaining, and updating the necessary underwriting data, including payroll estimates, property schedules, and vehicle schedules of CAPRI's member agencies, and shall communicate regularly with the members regarding these data points and verifying-verify updates with the carriers, actuaries, accountants, and brokers retained by CAPRI.
- Responsible for preparation of the annual experience modification factor and premium calculations for CAPRI programs subject to Executive Director review and oversight. Shall communicate regularly with members regarding the allocation methodologies and projections for upcoming fiscal year(s).
- Responsible for preparation of the annual actuarial application subject to Executive Director review and oversight. Shall assist the Executive Director and the actuaries retained by CAPRI in the development of the annual actuarial reports for the CAPRI programs.
- Responsible for the preparation, dissemination, and tracking of the invoicing for member premiums throughout the fiscal year.
- Responsible for preparing the members' final payroll calculations for annual review by the Board of Directors.
- Responsible for preparing premium and insurance coverage comparisons for annual review by the Board of Directors.
- Responsible for assisting prospective member agencies applying for membership in coverage programs.
- Responsible for reviewing, processing, and coordinating the timely delivery of Certificates of Insurance as requested by members agencies.
- Responsible for records management of the organization including coordination of the publication of Board agendas and maintaining the minutes of all meetings of the CAPRI/CARPD Board of Directors.
- ~~Coordinates and gathers~~Assists in collection of data relating to insurance, risk management, and other general administrative functions; ~~researches~~Researches and analyzes statistical and financial data relating to operations, insurance, and risk management for the organization. ~~Prepares reports and generates data as~~ necessary to support the above activities.
- ~~Responsible for establishing, organizing, and maintaining insurance program and member files.~~

- ~~Responsible for assisting member agencies in application for membership in coverage programs.~~
- ~~Responsible for preparing premium and insurance coverage comparisons.~~
- ~~Will work with the accountant-accounting firm on contract retained by CAPRI~~ Assists the Executive Director along with the accountant-accounting firm retained by CAPRI to ensure all the financial information is in order and documented in compliance with CAPRI policy and California law.-
- ~~Will work with the accountant-accounting firm and auditors retained by CAPRI~~ Assists the Executive Director along with accountant-accounting firm and auditors retained by CAPRI to ensure that all the fiscal controls are in place to prevent fraud and theft ~~to CAPRI.~~
- Assists the Executive Director along with accounting firm and auditors retained by CAPRI in the preparation and submission of the RIO annual regulatory filing.
- ~~Assists in preparation of premium calculations for CAPRI programs~~
- Assists in the preparation of CAPRI/CARPD's newsletters, annual reports, budgets, annual financial reports, annual payroll reports, legislative reports, etc.
- Assists in the coordination and scheduling of the meetings, conferences, training seminars and retreats for CAPRI/CARPD/RIO including negotiating with hotels for securing meeting space, meal planning, room accommodations, and sending out meeting notices.
- Assists the Executive Director in the development and preparation of the meeting agenda. Agendas for each meeting of the CAPRI/CARPD/RIO Board of Directors.
- Assists in the event planning, marketing, and event coordination and management of the annual CARPD Conference.
- Assists in updating and maintaining CAPRI/CARPD website.
- Assists in the marketing of CAPRI/CARPD to recreation and parks special districts in the State of California including travel to conferences, mailing of marketing packets development of marketing materials, maintaining records for district contacts, etc.
- May serve as staff representative on the RIO Board of Directors.
- ~~Gathers, reviews and evaluates data and prepares a variety of periodic and special reports.~~
- Provides excellent customer service.
- Performs other duties as assigned by the Executive Director.

QUALIFICATIONS

Training and Experience

Any combination of experience and education that provides the required knowledge and ability will be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's Degree in field directly related to position such as Business Administration, Public Administration, Insurance, or Accounting; or
- At least ~~three~~ seven (7) years' work experience with insurance claims management, underwriting; ~~or~~

Public Sector or Joint Powers Authority experience is highly desired.

Licensing Requirements

A valid California Driver's License.

Knowledge and Skills

Thorough Knowledge of:

- Principles and practices of general accounting and bookkeeping principles and practices;
- Principles and practices of general insurance underwriting principles and practices;
- Modern office methods, procedures and equipment;
- Computer operations and use of spreadsheets, data base management and word processing programs;
- Basic accounting software (Quickbooks, Excel, AP, AR, payroll, bank reconciliation, etc.);
- Mathematics.

Skills in:

- Read, interpret and analyze insurance policies;
- Formulate policies and plans;
- Evaluate, recommend and implement solutions to complex issues and problems;
- Organize work schedule and perform assigned tasks with little supervision;
- Establish and maintain effective working relationships with each member district and other staff members;
- Speak in public, give presentations and write effectively;
- Maintain records and reports;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with those contacted in the course of work;
- Research, collect, analyze data and effectively communicate results.

WORKING CONDITIONS

Environmental Conditions: Almost always works indoors in temperature-controlled environment; exposure to potentially hazardous chemicals, various colognes/perfumes, dust, fumes from printing cartridges; exposure to noise/vibrations from office machines.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for long periods of sitting and frequently walking, standing, and reaching; occasional or rare bending, pushing, pulling, stooping, lifting, climbing, kneeling and squatting may be required; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level of concentration and attention to detail for extended periods of time.

EXAMINATION

All applications will be screened and only those candidates who best match the needs of CAPRI will be invited to compete further in the examination process.

- Examination may include pre- and/or post-interview testing.
- ~~Medical~~ Post-Conditional Offer Preemployment Functional Capacity Examination.

BACKGROUND CHECK

Undergo and clear fingerprinting and a background check.

IMMIGRATION LAW

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services (USCIS).

California Association for Park and Recreation Indemnity (CAPRI)

DIRECTOR OF ADMINISTRATIVE OPERATIONS

Job Description

The Director of Administrative Operations, under the general direction of the Executive Director, will provide technical and analytical support to the members of California Association for Park and Recreation Indemnity ("CAPRI"). The Director of Administrative Operations' primary role will be to plan, administer, and analyze underwriting and financial data relating to insurance coverages provided by CAPRI. This is an Exempt position.

Essential Functions/Duties:

Essential Functions/Duties may include, but are not limited to, the following:

- Responsible for establishing, organizing, maintaining, and updating the necessary underwriting data, including payroll estimates, property schedules, and vehicle schedules of CAPRI's member agencies. Shall communicate regularly with the members regarding these data points and verify updates with the carriers, actuaries, accountants, and brokers retained by CAPRI.
- Responsible for preparation of the annual experience modification factor and premium calculations for CAPRI programs subject to Executive Director review and oversight. Shall communicate regularly with members regarding the allocation methodologies and projections for upcoming fiscal year(s).
- Responsible for preparation of the annual actuarial application subject to Executive Director review and oversight. Shall assist the Executive Director and the actuaries retained by CAPRI in the development of the annual actuarial reports for the CAPRI programs.
- Responsible for the preparation, dissemination, and tracking of the invoicing for member premiums throughout the fiscal year.
- Responsible for preparing the members' final payroll calculations for annual review by the Board of Directors.
- Responsible for preparing premium and insurance coverage comparisons for annual review by the Board of Directors.
- Responsible for assisting prospective member agencies applying for membership in coverage programs.
- Responsible for reviewing, processing, and coordinating the timely delivery of Certificates of Insurance as requested by members agencies.
- Responsible for records management of the organization including coordination of the publication of Board agendas and maintaining the minutes of all meetings of the CAPRI/CARPD Board of Directors.
- Assists in collection of data relating to insurance, risk management, and other general administrative functions. Researches and analyzes statistical and financial data relating to operations, insurance, and risk management for the organization. Prepares reports and generates data as necessary to support the above activities.
- Assists the Executive Director along with the accounting firm retained by CAPRI to ensure all the financial information is in order and documented in compliance with CAPRI policy and California law.

- Assists the Executive Director along with accounting firm and auditors retained by CAPRI to ensure that all the fiscal controls are in place to prevent fraud and theft.
- Assists the Executive Director along with accounting firm and auditors retained by CAPRI in the preparation and submission of the RIO annual regulatory filing.
- Assists in the coordination and scheduling of the meetings, conferences, training seminars and retreats for CAPRI/CARPD/RIO Boards including securing meeting space, meal planning, room accommodations, and sending out meeting notices.
- Assists the Executive Director in the development and preparation of the Agendas for each meeting of the CAPRI/CARPD/RIO Board of Directors.
- Assists in the preparation of CAPRI/CARPD's newsletters, annual reports, budgets, annual financial reports, annual payroll reports, legislative reports, etc.
- Assists in the event planning, marketing, and event coordination and management of the annual CARPD Conference.
- Assists in updating and maintaining CAPRI/CARPD website.
- Assists in the marketing of CAPRI/CARPD to special districts in the State of California including travel to conferences, development of marketing materials, maintaining records for district contacts, etc.
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Training and Experience

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- Bachelor's Degree in field directly related to position such as Business Administration, Public Administration, Insurance, or Accounting; or
- At least seven (7) years' work experience with insurance claims management, underwriting;

Public Sector or Joint Powers Authority experience is highly desired.

Licensing Requirements

A valid California Driver's License.

Knowledge and Skills

Thorough Knowledge of:

- Principles and practices of general accounting and bookkeeping principles and practices;
- Principles and practices of general insurance underwriting principles and practices;
- Modern office methods, procedures and equipment;
- Computer operations and use of spreadsheets, data base management and word processing programs;

- Basic accounting software (Quickbooks, Excel, AP, AR, payroll, bank reconciliation, etc.);
- Mathematics.

Skills in:

- Read, interpret and analyze insurance policies;
- Formulate policies and plans;
- Evaluate, recommend and implement solutions to complex issues and problems;
- Organize work schedule and perform assigned tasks with little supervision;
- Establish and maintain effective working relationships with each member district and other staff members;
- Speak in public, give presentations and write effectively;
- Maintain records and reports;
- Communicate effectively, both orally and in writing;
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Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for long periods of sitting and frequently walking, standing, and reaching; occasional or rare bending, pushing, pulling, stooping, lifting, climbing, kneeling and squatting may be required; use of hands to finger, handle or feel objects, write, type, use telephone, operate office machinery; handle money; close and distance vision; speaking; hearing; driving vehicle. High level of concentration and attention to detail for extended periods of time.

EXAMINATION

All applications will be screened and only those candidates who best match the needs of CAPRI will be invited to compete further in the examination process.

- Examination may include pre- and/or post-interview testing.
- Post-Conditional Offer Preemployment Functional Capacity Examination.

BACKGROUND CHECK

Undergo and clear fingerprinting and a background check.

IMMIGRATION LAW

Prior to employment, the successful candidate shall be required to present documentation establishing identity and employment eligibility in accordance with the U.S. Citizenship and Immigration Services (USCIS).

Agenda Item 3.2

DISCUSSION/ACTION ITEMS

SUBJECT: CAPRI Employee Handbook Review

BACKGROUND AND STATUS:

In 2017, the CAPRI Board of Directors approved extensive revisions to the CAPRI Employee Handbook that resulted in a very complete and thorough employee manual for CAPRI Staff. Most recently, the Board of Directors reviewed and made minor updates in 2021. Staff has again reviewed the document and is proposing changes which are summarized in part below.

| Section | Revision | Reason for Revision |
|---|---|---|
| Section 2, Subsection (a) – Equal Employment Opportunity (p. 9 of Word document) | Updated protected classes. | Conforms to State law. |
| Section 2, Subsection (i) – Job Duties & Descriptions (p. 12 of Word document) | Removed reference to medical assessments. | Correct term is “pre-employment functional capacity examinations” |
| Section 4, Subsection (D)(2) – Uninsured Benefits – Holidays (p. 34 of Word document) | Removed Columbus Day as paid holiday. Established one personal holiday per fiscal year. | Amended to improve operational efficiencies. |
| Section 4, Subsection (D)(8) – Uninsured Benefits – Bereavement (p. 34 of Word document) | Updated bereavement policy to extend five (5) days of leave and to grandchildren. | Conforms to State law. |
| Section 6, Subsection (I) & (J) – Confidential Information and Data Backup (p. 52-53 of Word doc) | Updated policy to include additional cybersecurity requirements. | Ensure appropriate cybersecurity measures are utilized |

For the Committee's convenience, a redline draft of the Employee Handbook are attached hereto.

RECOMMENDATION:

Recommend that the redline revisions to the CAPRI Employee Handbook be adopted by the CAPRI Board of Directors.

REFERENCE MATERIALS ATTACHED:

- Redline draft of the Employee Handbook 2021 version



Employee Handbook

(Revised June 2021)

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SECTION I GENERAL INFORMATION

A. INTRODUCTION

Welcome to California Association for Park and Recreation Indemnity (herein referred to as "CAPRI"). A large and important part of our lives is spent on the job. Our employees have greatly contributed to the success of the organization and will continue to do so into the future. We expect your best efforts in the performance of your job and becoming a member of our team.

The purpose of this Employee Handbook is to help you become acquainted with CAPRI, our employment policies, employee benefits, and operating practices. It supersedes and replaces all previously issued employment and human resource related policies and practices. It summarizes the programs and key policies currently in effect at CAPRI. It also explains your responsibilities as an employee. Your individual job description contains further explanation of your responsibilities.

This Handbook does not cover every aspect of your employment with CAPRI, and it is not intended to provide in detail all policies, practices, and procedures. Consequently, the contents of this Handbook may be amended at any time by the CAPRI Board of Directors at its sole discretion. CAPRI Board of Directors retains the right to change, modify, add, suspend, or discontinue any of its policies, procedures, practices, work rules, or benefits that are stated in this Handbook, particularly since many such changes are often required by changes in legal requirements. The Executive Director is authorized to issue further directives interpreting and applying the terms of this Handbook. Any change to this Handbook will be communicated through a memo or Handbook update.

Many of the guidelines and benefits contained in this Handbook have been summarized from policy statements, insurance contracts, and legal plan documents. Should there be a difference between the contents of this Handbook and the contents of any current plan document, summary plan description, policy or contract, then the current plan document or contract will prevail. When questions arise that are not answered in this Handbook, please do not hesitate to contact the Executive Director for assistance.

This Handbook shall apply to all positions and employees in the service of CAPRI except:

1. Elected officers
2. Members of appointed boards, commissions and committees
3. Persons engaged under contract to supply expert professional or technical services for a definite period
4. Volunteer and contracted temporary personnel
5. Probationary employees have no right of appeal except for defamation

B. INTEGRATION CLAUSE AND RIGHT TO REVISE

This Handbook contains the employment policies and practices of CAPRI in effect at the time of publication. These policies and procedures do not constitute a contract, and are not intended to expand the legal obligations of CAPRI beyond obligations already imposed by law. There is no promise of any kind by CAPRI contained in this Handbook. Regardless of what this Handbook says or provides, all employment at CAPRI is “at will” under California law.

All existing employees are required to execute an Acknowledgment of Receipt upon the receipt of the Handbook. All new employees shall be required to execute this same Agreement prior to beginning work with CAPRI. No oral statements or representations can in any way change or alter the provisions of this Handbook.

This Handbook contains the entire agreement between the employee and CAPRI as to the at-will and unspecified term of employment. Nothing in this Handbook, or any other personnel document, including benefit plan descriptions creates or is intended to create a promise or representation of continued employment for any employee.

C. CODE OF CONDUCT

CAPRI recognizes its place as one of the premier organizations in the public entity pooling industry. We are committed to the continual improvement of the professional abilities and expertise of staff in matters relating to pool governance and pool management/administration. We are constantly striving to achieve the goals of excellence in governance and management. We believe that we can only reach these goals by working together through open communications and complete transparency to all stake holders, thereby allowing us to conduct our official business with social responsibility that will encourage member District trust. This Code of Conduct serves as a guide to all Staff of CAPRI.

CAPRI does hereby subscribe to the following principles:

1. We are committed to the highest ideals of honor, integrity and due diligence so that CAPRI, its employees, and agents may merit respect and confidence of our membership in all our dealings.
2. We are committed to the concepts of democratic, effective and efficient governance by responsible, knowledgeable members of the Board of Directors and Committees with an understanding that official decisions made and actions taken by CAPRI are always made in the best interests of CAPRI’s membership, as opposed to the interests of CAPRI’s Staff, service providers or other outside interests.

3. We are committed to the principle that CAPRI's Board of Directors and Committees are ultimately responsible for establishing CAPRI's goals and objectives and in making policy decisions on behalf of the membership. This responsibility cannot be transferred or delegated. The Board of Directors has established Bylaws regulating its affairs and the conduct of its members.
4. We are committed to the principle that Staff should consistently seek guidance and direction from the pool's Executive Director, who works directly with the Board of Directors and Committees on matters of pool policy. Staff is to refrain from promoting any candidate for appointment to the Board, or election to the Board of Directors.
5. We are committed to the principle that Staff should be expected to provide policy proposals and recommendations to the Board and Committees and provide members of these governing bodies with information and advice on matters of policy as a basis for making decisions. Once the governing body has acted, Staff should be responsible for implementing and upholding all official policies and decisions adopted, without interference.
6. We are committed to the principle that all matters of procurement, personnel administration and outside contracting are administered on the basis of merit so that fairness and impartiality govern all management decisions. Personnel administration shall be conducted in accordance with CAPRI's Employee Handbook.
7. We are committed to the principle that conflicts of interest, (defined as situations in which a person has a financial or other interest or the appearance of a conflicting interest that would call into question the person's ability to act in an impartial manner with respect to a matter affecting CAPRI) should be avoided and where present shall be fully disclosed.

SECTION 2 EMPLOYMENT PRACTICES

A. EQUAL EMPLOYMENT OPPORTUNITY

CAPRI is an equal opportunity employer and makes employment decisions based on merit. CAPRI's policy prohibits unlawful discrimination based on race, color, creed, age, gender, gender identity, gender expression, sexual orientation, national origin or ancestry, religion, marital status, military service, pregnancy, physical or mental disability, medical condition, including genetic characteristics, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. CAPRI maintains a zero tolerance of violations of this policy by any employee or other persons doing business with CAPRI, and will take prompt and appropriate measures to enforce an atmosphere of non-discrimination in the workplace.

Any employee with questions or concerns about discrimination in the workplace should bring these issues to the attention of the Executive Director of CAPRI or to the Board President. Employees can raise concerns, report problems, or make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, or submitting a fraudulent complaint, will be subject to corrective action up to and including discharge.

B. AMERICANS WITH DISABILITIES ACT

The employment related provisions of the Americans with Disabilities Act (ADA) apply to all employees and job applicants seeking employment with CAPRI. Under the ADA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

CAPRI will attempt to provide reasonable accommodation for known physical or mental limitations if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result. An applicant or employee who requires accommodation in order to perform the essential functions of the job should inform the Executive Director to request an evaluation of such an accommodation.

C. HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION

CAPRI is committed to maintaining a work environment that is free from any form of harassment. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including member of the Board of Directors, the Executive Director, co-worker, customer, supplier, vendor, independent contractor, or visitor. Similarly, any employee's harassment of persons seeking employment with CAPRI, or harassment of our customers, suppliers, vendors, visitors, independent contractors, unpaid interns, volunteers, or anyone else who conducts, attempts to conduct or is solicited for business with CAPRI will not be tolerated.

CAPRI is equally committed to providing a workplace that is free from harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a drivers' license issued under Vehicle Code section 1280.19), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military or veteran status or any other basis protected by federal, states or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such harassment is unlawful and therefore deemed to be a form of gross misconduct. In addition, CAPRI prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. It is harassment when, for example:

1. Submission to the conduct is an explicit or implicit term or condition of employment.
2. Submission to, or rejection of, the conduct is used as the basis for an employment decision.
3. The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of types of unlawful harassment include:

1. Verbal Conduct such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes, persistent request for dates, or unwanted sexual advances, invitations, or comments.

2. Visual Conduct such as derogatory cartoons, pictures, photographs, drawings, or gestures.
3. Physical Conduct such as assault, blocking normal movement, or interference with work directed at an individual because of his or her sex or other protected basis.
4. Threats and Demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
5. Retaliation for having reported harassment or participated in good faith in a harassment complaint investigation.
6. Communication via electronic media of any type that includes any harassing conduct, which is prohibited by state and/or federal law, or by CAPRI's policy.
7. Abusive conduct directed toward any individual on account of sex, sexual orientation, gender identity or expression, or gender stereotyping. "Abusive conduct" is defined under California Government Code section 12950.1(g)(2) as the "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest." "Abusive conduct" "may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance.

1. Complaint Procedure

If an employee experiences any form of harassment or has a related complaint that the work environment is hostile, offensive, intimidating, or abusive, they should report the matter to the Executive Director or to the Board President. The complaint may be made orally or in writing.

Any employee who becomes aware of alleged incidents of harassment is to immediately report such incidents or refer any complaints to the Executive Director or Board President. Retaliation against any employee for reporting a problem, filing a complaint, bringing inappropriate conduct to CAPRI's attention, or participating in an investigation or proceeding is strictly prohibited.

It is CAPRI's policy to investigate all reports or complaints of harassment thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment occurred, CAPRI will take immediate and appropriate remedial corrective action, up to and including discharge.

Upon receipt of a complaint, CAPRI will undertake a timely investigation to determine the facts and any appropriate corrective action. The investigation will be a neutral fact-finding inquiry by a qualified investigator. Should CAPRI determine that the individual circumstances require an independent investigator to ensure impartiality, CAPRI will take the appropriate steps to do so. All individuals who participate in the investigation, whether as the person making the complaint, the person(s) whose behavior is being investigated, or individual witnesses will be treated with respect and will be afforded due process.

The Executive Director and co-workers can be held personally responsible for sexual harassment, meaning their personal assets are at risk. Any employee is personally liable if he or she engages in sexual harassment. This is true regardless of whether the employer knows or should have known of the conduct and fails to take immediate and appropriate remedial/corrective action.

D. IMMIGRATION LAW COMPLIANCE

CAPRI is committed to employing only United States citizens and non-citizens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9) and present documentation establishing identity and employment eligibility by the date of hire. If appropriate documentation is not received within this time, the employment relationship will be terminated.

E. JOB DUTIES & JOB DESCRIPTIONS

CAPRI maintains job descriptions for each job classification. Such job descriptions contain a general summary of the job duties, minimum and desired qualifications and background, essential job functions, and physical/environmental factors associated with performance of the job. Job descriptions are used for such purposes as employment advertising, pay rate assignment, selection testing including post-conditional offer pre-employment ~~medical assessments~~functional capacity examinations, work related injury assessments, and performance evaluations.

An employee's job responsibilities that are within the general scope, responsibilities and skills required may change at any time during employment. From time to time, an employee may be asked to work on special projects or to assist with other work if necessary or important to the

operation of CAPRI. An employee's cooperation and assistance in performing such additional work is expected.

Additionally, work hours and/or schedules may be subject to change at any time during employment. Employees are expected to cooperate and perform additional work or work a different schedule as requested.

F. RESPONSIBILITIES

Employees of CAPRI may expect that:

1. They will be fully informed of their duties and responsibilities.
2. They will be provided with adequate direction.
3. Their work performance will be regularly appraised, and they will be encouraged and helped to improve their level of performance.
4. Their eligibility for promotion will be dependent on demonstrated merit and availability of positions.
5. Their treatment in all aspects of personnel administration will be impartial and without regard to race, religious creed, color, ancestry, sex, age, marital status, pregnancy, childbirth or related medical condition, national origin, cancer-related medical condition, or physical handicap, and with proper regard for their privacy and constitutional rights as citizens.

CAPRI may expect that its employees will:

1. Provide faithful and effective performance.
2. Respect proper protocol and the normal chain of command.
3. Conduct themselves in a professional manner at all times.
4. Not abuse the rights, privileges, and benefits provided by the employment with CAPRI.

G. CATEGORIES OF EMPLOYMENT

Throughout this document, various categories of employment are referenced to mean the following:

1. Full-Time: These employees are hired for regular, continuous service and regularly work 40 or more hours per week. CAPRI does not guarantee full-time employment of 40 hours or the actual number of hours to be worked for any given workweek.
2. Part-Time: These employees are hired for regular, continuous service and regularly work less than 40 hours per week. CAPRI does not guarantee the actual number of pre-scheduled work hours for any given workweek.
3. Temporary: These employees are hired on an “as needed” or casual work basis for a limited duration or for a specific project or projects and may be regularly scheduled to work up to 40 hours per week. Generally, these assignments do not last longer than 3 months, but may be extended to a maximum of 6 months. Temporary employees are not eligible for employee benefits except as mandated by applicable law.

H. MERIT SYSTEM OF EMPLOYMENT

Employment with CAPRI is based on merit system principles. Appointments of all employees of CAPRI shall be based upon merit, including job-related knowledge, experience, ability, performance, aptitude and such other factors as deemed appropriate to our operations. The methods used in the selection of CAPRI employees shall be impartial and of a relevant nature so as to fairly measure the relative capacity of job applicants to skillfully perform the duties and responsibilities of the position to which they seek appointment. Appointments shall be made with the objective of selecting the best qualified person or persons available as determined by the Executive Director.

I. HIRING OF NEW, RE-EMPLOYED, OR REINSTATED EMPLOYEES

Whenever practical, job openings will be announced to all current employees. Employees who wish to be considered for posted jobs should submit an application. All employees applying for any posted position must meet at least the minimum qualifications of the position description.

In the selection process, CAPRI may consider a number of factors, including the employee’s applicable skills, knowledge and education, performance and conduct record, time in current position, length of service and other factors deemed relevant by CAPRI.

Job assignments, promotions, pay increases, and similar decisions are solely within the discretion of CAPRI.

Former employees who resigned their employment with CAPRI may be eligible for re-employment, and those employees who were laid off may be eligible for reinstatement. Consideration will be given to factors concerning prior work experience, the former employee's work record, and circumstances involving the prior separation from CAPRI. At CAPRI's discretion, former employees being considered for re-employment or reinstatement may be subject to the same pre-employment testing processes as potential new hires.

The Executive Director must review each candidate before a final determination is made with respect to rehiring any former employee.

J. PERFORMANCE EVALUATIONS

Performance evaluations are conducted periodically for all full-time and part-time employees. These evaluations are generally completed in writing, and a meeting will be conducted between the employee and the Executive Director. During the performance evaluation process, employees and the Executive Director should discuss the work being done, progress, strengths, performance areas that need improvement, goals to consider, and requirements to be set. Employees usually receive performance evaluations on an annual basis, at their anniversary date, or at other times deemed appropriate by the Executive Director including a Performance Improvement Plan.

A performance evaluation does not guarantee that a wage or salary increase will be granted. Any salary increases will be based on merit and must be approved by the Executive Director. In the event of unusual economic conditions or other business reasons, CAPRI may elect to increase, freeze, or reduce pay rates.

K. EMPLOYEE RECORDS

CAPRI maintains files of current and former employees and restricts disclosure of employee files only to authorized individuals. Employees wishing to review their official personnel file must request an appointment to do so with the Executive Director. Such appointments should be made during normal business hours. Employees requesting to view their files must do so off the clock. Files will be reviewed under the supervision of a CAPRI authorized representative.

Employees may take notes related to documents in their employee file; however, no alterations of these records are permitted, nor can a document be added to or removed from the file at the time of an employee's review. Employees may request and receive a copy of any document containing their signature.

L. EMPLOYEE INFORMATION / EMERGENCY DATA

It is important that employees promptly notify CAPRI of any changes to their personal information including:

1. Name
2. Home and/or Mailing Address
3. Telephone Numbers
4. Number, Names, and Status of Dependents
5. Change of Emergency Contact Information
6. Educational Accomplishments
7. Marital Status
8. Payroll Deductions
9. Benefit Plan Beneficiary

M. OUTSIDE EMPLOYMENT

CAPRI prefers that employees not accept employment outside of CAPRI. We are not only concerned with the possibility of a conflict of interest, but also the possibility of negative effects on your job performance and commitment to the routine and unforeseen needs of CAPRI.

Employees must discuss any outside work or business activities with the Executive Director prior to undertaking such activities to ensure that a conflict of interest will not arise. CAPRI's workers' compensation coverage will not pay for illness or injury arising from any outside employment or outside business activity as may be discovered if an employee files a workers' compensation claim with CAPRI and a subsequent investigation reveals the claim to be fraudulent in this manner.

Employees who are unable to maintain acceptable performance standards while engaged in any outside employment or business activity may be subject to corrective action, up to and including discharge.

N. USE OF PERSONAL AND RENTAL VEHICLES FOR CAPRI BUSINESS

Employees of CAPRI will be reimbursed for costs associated with driving their personal automobile on CAPRI business based on the rate established by the Internal Revenue Service (“IRS”) at ~~that time~~ the time the expense is incurred. ~~The IRS mileage rate which~~ contemplates expenses such as wear and tear on the vehicle, gas, insurance, etc. While driving on CAPRI business, the employee’s personal auto insurance is intended to provide the primary insurance coverage.

Employees who operate their own vehicles on CAPRI business may do so provided the following conditions are followed:

1. The vehicle must be in sound and safe operating condition and maintained as such at the employee’s own expense.
2. The employee and vehicle must be insured as outlined below.
3. The employee must obey all state and local driving laws and observe driving conditions with the utmost care.
4. The employee must possess and maintain a valid California driver’s license as a condition of employment.
5. All vehicles driven on CAPRI business must be properly registered with the California Department of Motor Vehicles.
6. The employee must provide authorization for CAPRI to access the employee’s driver license record through the DMV.
7. Employees who have their driver’s license suspended or revoked are required to report these conditions to the Executive Director promptly.
8. CAPRI accepts no responsibility for citations issued to an employee by any law enforcement agency while driving a vehicle on CAPRI business under any circumstance. All liabilities created by any citation will be the responsibility of employees who receive them.

1. Personal Auto Insurance Requirements

All employees who use their personal vehicle for business travel are required to maintain general automobile liability insurance of at least the minimum amounts required by the State of California and such insurance shall not exclude business use.

Employees must provide proof of adequate insurance coverage to CAPRI. Any employee who does not maintain the required insurance coverage will not be authorized to drive his or her personal vehicle on CAPRI business.

2. Rental Vehicle Insurance

If the employee is renting a vehicle for CAPRI business, CAPRI's auto liability and property coverage will provide coverage for the rental. CAPRI's coverage will apply ONLY to travel that is related to the business activity at hand. If the employee will be using the vehicle for any personal activity, the employee's personal insurance will be primary. The employee may choose to purchase the optional liability and/or physical damage insurances offered by the rental company at their own expense.

3. Accident and/or Deductible Reimbursement

If an employee sustains damage to or loss to their private vehicle the employee or employee's personal auto liability coverage will be responsible for the damage or liability.

If an employee sustains damage to or loss to their approved rental vehicle while on CAPRI business, CAPRI will be responsible for the damages and liability as long as the following conditions are met:

- a. Employees must immediately notify the Executive Director of any accident which occurs during the course of CAPRI business.
- b. The damage or loss must result from an accident while the vehicle is being operated on CAPRI business or is parked during the conduct of such business.
- c. At the time of the damage or loss, the employee must be away from their normal work site on CAPRI business. Ordinary commuting from home to work or work to home is not considered being sent away from the normal work site for the purposes of the preceding sentence. Also, one is not away from the normal work site for such purposes when the vehicle is parked at their normal work site, nor when the employee is operating their vehicle on personal business, even if approved (e.g. breaks and lunch time).
- d. The employee has reported the damage or loss to the local or state law enforcement agency. If the incident was investigated and a report was generated about the circumstances leading to the damage or loss, a copy shall be provided to CAPRI. If the law enforcement agency declines to investigate and prepare a report, the employee shall provide the name of the person declining to investigate or prepare a report and the name of the law enforcement agency contacted.
- e. The Executive Director has authority to approve or deny claims filed pursuant to this policy. As a condition of reimbursement, the employee shall agree to reimburse CAPRI if recovery is later obtained by the employee.

4. CAPRI Coverage

Notwithstanding the above, the use of personal and/or rental vehicles by employees may create an exposure for CAPRI. CAPRI may also obtain additional coverage that could be applicable in the event of a loss. However, such coverage, if available, is intended to be excess of the employee's personal insurance when an employee is using their personal vehicle on CAPRI business.

5. In the Event of an Accident

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

1. Do not argue (nothing is gained), do not admit liability and do not make a statement to anyone except the police, the Executive Director, or other appropriate CAPRI management.
2. Obtain the names and addresses of:
 - a. Owner of other vehicle(s)
 - b. Insurance Carrier of the other driver(s)
 - c. Witnesses
 - d. Injured person(s)
 - e. Other driver(s), including the number of and state issuing the driver's license.

Note these items:

1. Speed of each vehicle with its direction of travel
2. Signal given by each driver, if any
3. Point and time of accident
4. Any mechanical aspect of the other vehicle, which may have caused the accident (e.g., no brake lights, etc.)
5. Promptly report to management any damage done to a customer, the public, CAPRI, an employee, or their property.

Vehicle Accident reports will be promptly handled by the Executive Director.

O. BUSINESS RELATED TRAVEL

Employees will be reimbursed for the cost of authorized travel to any business-related meeting, attendance at training or seminar programs, or attendance at an out-of-area conference. Reimbursement may be made upon written request and accompanied by appropriate receipts, if the travel has been budgeted, scheduled, and previously authorized by the Executive Director.

1. Covered Expenses

Employees are expected to use prudence and good judgment in selecting the most cost and time efficient mode of travel, accommodations, meals, fees, and related incidental costs. Otherwise reimbursable costs deemed excessive by the Executive Director will not be reimbursed. Travel expenses for spouses or guests of staff members will NOT be reimbursed.

Examples of typical allowable costs include coach rate airfare, train fare, or mileage at the rate established by the Internal Revenue Service, hotel, meals, internet costs for work related usage, transportation to and from hotel and airport, work-related telephone calls, including a reasonable number of calls to check on dependent care, tips, and parking fees. Meal and entertainment expenses generally should not exceed the IRS per diem rate; see IRS publication 463 and <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

2. Reimbursement Procedure

Upon completion of the trip, an expense form must be completed, signed, and submitted to the Executive Director for review and payment authorization. Copies of all receipts shall be attached to the statement. Reimbursement will be made for that portion of expenses directly attributable to the authorized business activities. Expense forms must be completed within 10 business days.

3. Request for Advance Funds

The Executive Director must approve all requests for advance funds for business expenses. Employees must account for all expense advances within two working days after returning from an authorized trip. Receipts must be provided, and residual funds returned to CAPRI within five working days. If actual approved expenses exceed the amount advanced, CAPRI will reimburse the employee following submission of receipts and an expense report form.

P. USE OF CAPRI CORPORATE CREDIT CARD

CAPRI has determined that it is beneficial to issue certain employees a corporate credit card strictly for business purposes. All purchases must be documented and submitted to the Executive Director immediately following receipt of the transaction statement from the credit card company.

The employee is prohibited from making non-business-related purchases on the corporate credit card account.

The credit card may be revoked for misuse and/or abuse at any time and at the sole discretion of CAPRI.

1. Purchases Permitted:

- a. Business Travel – airfare, hotel accommodations, rental car/parking, meals and other travel related miscellaneous expenses.
- b. Conference Registration/Dues – conference registration fees and/or corporate dues as approved by the Executive Director and within the annual budgeted amount.
- c. Meals – meeting/business related meals and non-alcoholic beverages.
- d. Miscellaneous – any other business-related purchases not named above which have been approved by the Executive Director/Board President or authorized within CAPRI budget.

Q. CONFLICTS OF INTEREST

Employees must not engage in any conduct that would create an actual or potential conflict of interest, or create the appearance of such a conflict. While it is impossible to list every circumstance that may create a possible conflict of interest, the following should serve as a guide to the types of activities that may cause such a conflict:

1. Providing managerial, consulting, or other services to any outside concern that does business with, renders any services to, or is a competitor of CAPRI, except with the knowledge and written consent of the Executive Director.

2. Soliciting business for any individual or another entity, redirecting business away from CAPRI's normal services, soliciting existing customers away from CAPRI, or interfering with any CAPRI contractual relations or business dealings.
3. Accepting gifts of more than token value, loans, excessive entertainment, kickbacks, or other substantial favors from any outside concern which does or is seeking to do business with CAPRI.
4. Representing CAPRI in any transaction in which there may be or is a conflict of interest;
5. Disclosing or using confidential information relating to CAPRI for personal profit, advantage, or any other reason.
6. Accepting outside employment or work, directly or through an intermediary, which can or will adversely affect an employee's productivity or availability for a position with CAPRI.

This list is not intended to be used as a substitute for good judgment. Should an employee become involved in a situation that may possibly give rise to a conflict of interest, immediate disclosure must be made to the Executive Director or Board President to protect the interests of both CAPRI and the employee. See CAPRI's Conflict of Interest Policy – Appendix A.

R. ATTENDANCE AND PUNCTUALITY

Employees of CAPRI are expected to be punctual and maintain regular attendance. Tardiness and absenteeism place an additional burden on fellow employees and re-scheduling of work assignments. Good attendance is an essential element in determining satisfactory job performance. An unsatisfactory attendance record of tardiness and absences can result in corrective action, up to and including discharge.

An absence is the failure of an employee to be at a designated work area or perform assigned work as required because of a failure to report for work as scheduled, begin or end a rest break or meal period on time, and/or leave prior to the end of a workday as scheduled. For further information regarding work schedules, please refer to Section III.C.2., Relaxed Work Schedule Guidelines in this Handbook.

1. Reporting an Absence and Health Care Provider's Statement

For any absence or tardiness, employees must Speak-Communicate with the Executive Director. If the Executive Director is not available before the workday is to begin, the employee should report the absence or tardiness to the Administrative Assistant.

A health care provider's statement may be required, at the Executive Director's discretion, for any absence due to illness or injury. The Executive Director may request an evaluation of an employee's medical condition from an appointed health care provider at CAPRI's expense. Alternatively, CAPRI may require a health care provider's verification that employees are capable of resuming their job responsibilities before being permitted to return to work.

Any falsification, misrepresentation, or other violation of an attendance obligation to CAPRI can result in corrective action, up to and including discharge.

S. APPROVED TIME OFF

Employees who know in advance they will be absent or late are required to make the necessary arrangements with the Executive Director. Planned time off includes any situation that might prevent an employee from reporting to work on time for any scheduled workday or that needs to be scheduled (e.g., vacations, doctor's appointments, personal obligations, leaves of absence, etc.). If prior arrangements have not been made, employees must discuss an absence or inability to be at work on time directly with the Executive Director.

CAPRI recognizes that it is sometimes necessary for employees to take care of personal business during the workday. However, personal business should be kept to a minimum and should be conducted during break times whenever possible. Employees may not conduct business for another employer during their scheduled working hours.

T. SEPARATION OF EMPLOYMENT

Separation of employment can be either voluntary or involuntary and may be initiated either by the employee or CAPRI.

1. Voluntary Separation

When an employee resigns, the separation is considered voluntary. Employees are requested to give advance written notice, including all of the reasons for the resignation the Executive Director. Generally, at least two weeks' notice is required in order to reflect that the employment separation was in good standing.

2. Involuntary Separation/Discharge

An involuntary separation/discharge is one that is initiated by CAPRI for any reason other than a reduction in force.

3. Job Abandonment

An employee who has been absent for three consecutive scheduled workdays without notification to the Executive Director, and without extraordinary extenuating circumstances that can be verified, will be considered to have abandoned his/her job and voluntarily terminated his/her employment without notice. The last day worked will be the date of separation.

Failure to return from an approved leave of absence or vacation within the time limits established also will be considered as a voluntary termination of employment without notice. The date of the expiration of the leave or vacation will be the separation date.

4. Final Pay

All accrued vested benefits that are due and payable will be paid upon separation of employment in accordance with the law. Employees voluntarily terminating will receive all final paychecks within 72 hours after their last day worked unless notice was provided.

5. Return of CAPRI Property

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

6. Continuation of Group Health Insurance (COBRA)

COBRA (the Consolidated Omnibus Budget Reconciliation Act) is a federal law that requires most employers sponsoring group health plans to offer covered employees and qualified beneficiaries the opportunity for a temporary extension of health coverage (called "continuation coverage") in certain instances where coverage under the plan would otherwise end. This extension of coverage is offered at group rates plus an administrative fee, the cost of which is fully borne by the employee or beneficiary.

Employees and dependents covered by CAPRI's health insurance plan may have the right to choose continuation coverage if they lose group health coverage for certain reasons. These may include termination of employment, reduction in hours or leave of absence, death, divorce or

legal separation of an employee, employee's entitlement to Medicare, or a dependent child who no longer meets eligibility requirements. In order to ensure rights to benefit continuation, it is the employee's responsibility to notify CAPRI in writing within 60 days of certain qualifying events. Questions concerning COBRA qualifying events and eligibility requirements should be addressed to the Executive Director.

U. REDUCTION IN FORCE / LAYOFF

A layoff is normally an involuntary termination that is initiated as a result of reorganization, position elimination, declining operations/lack of work, or lack of funds and not otherwise caused by the affected employee. Layoffs will be determined by position(s) at the sole discretion of CAPRI. Generally, positions identified for layoff will be those determined to be the least vital to the continuation of CAPRI operations even if service levels or types are reduced or modified, or other jobs become subject to reorganization and a change in job duties.

Should more than one employee occupy a position identified for layoff, comparative consideration as to which employee will be laid off shall be given to skills and qualifications possessed, service length, performance records and work history.

SECTION 3 COMPENSATION AND TIMEKEEPING

A. PERFORMANCE INCENTIVE PAY PLAN

1. Ranges and Market Range Adjustments

Employees will have an established pay range consisting of a minimum, midpoint, and maximum.

Periodically, the Executive Director will bring back to the Board of Directors a request to consider whether a market range adjustment is warranted, and if declared, a percentage increase will be applied to the midpoint of the range, and the top and the bottom of the range will be set around the midpoint to maintain the appropriate range width. A market range adjustment does not increase an employee's pay unless the employee's base salary would otherwise be below the established minimum for the range.

a. Base Salary

The minimum amount of salary that an employee receives is identified as "base salary". Base salary must be at least at the bottom of an employee's pay range and may not exceed the top of the range. Base salary adjustments may be made at the discretion of the Executive Director based upon performance and budgetary constraints. Generally, base salary increases will be effective at the beginning of each fiscal year. Exceptions will be made for new employees with less than one-year experience in their current position.

b. Board of Directors' Role

The Board of Directors and Executive Director will do the following:

- I. Periodically, based on recommendations from the Executive Director and Personnel Sub-Committee, the Board of Directors will consider market range adjustments that, if declared, will adjust the minimum, mid, and maximum points of salary ranges. A market range adjustment does not automatically increase an employee's base salary unless the minimum range is higher than the base salary.
- II. Annually (during the budget process), the Board of Directors may provide for a percentage of base salary increase.

c. Executive Director's Role

Annually (during the budget process), the Executive Director shall determine the amount, if any, of each employee's base salary adjustment.

d. New Employees

At the discretion of the Executive Director, newly hired employees may have their base salary placed above the bottom of the salary range up to the mid-point of the range.

Performance reviews and any salary or wage increases do not in any way create a contractual relationship or meaning of guaranteed continued employment.

B. WORK SCHEDULES, WORKWEEK AND HOURS OF WORK

1. Work Week

CAPRI operates on a Monday through Friday work week between the hours of 8:00 a.m. to 5:00 p.m., unless otherwise established for certain positions whose work week and hours differ due to operational demands.

2. Relaxed Work Schedule Guidelines

CAPRI has implemented a Relaxed Work Schedule to allow employees to begin and end their workday within normal operational hours, keeping in mind that full-time employees are compensated for working an 8-hour day, depending on their workweek schedule. Effectively, this means that an employee may start their workday at any time between 8:00 and 8:30 a.m., and end their day between 4:30 and 5:30 p.m. depending on when their workday began and how long a lunch period the employee takes (1/2 or 1 hr.).

Employees are required and encouraged to take all rest breaks, including ½ hour or 1 hour for lunch. Breaks are an important for mental and physical health, so the workday may not be shortened by taking less than a full hour for meal or other breaks, unless an accommodation or exception has been approved by the Executive Director. Generally, the 1-hour meal break should begin between 11:30 a.m. and 1:30 p.m.

Below is a summary of the general guidelines for the Relaxed Work Schedule:

- a. Official office hours will be 8:00 a.m. to 5:00 p.m.;
- b. Compensation is for an 8-hour workday depending on their workweek schedule, but each employee's daily schedule will be flexible within the official office hours or as scheduled with the Executive Director;
- c. Required breaks - 10-minute morning break, ½ or 1-hour lunch, and 10-minute afternoon break (breaks may be taken at your desk to take care of personal matters and/or phone calls); and
- d. On an honor-system – will not require tracking of work schedule each day.
- ~~d.~~e. Optional remote attendance may be available at the discretion of the Executive Director.

C. PAY PERIODS AND PAYDAYS

1. Pay Periods

Pay periods begin at midnight on the 1st and 16th of each month.

2. Pay Days

Wages are paid twice a month. Paydays are on the 15th and last day of every month. If a regular payday falls on a weekend or a holiday, employees will be paid on the preceding business day. Paychecks, or pay stubs if payroll is made by electronic deposit to the employee's bank, are provided on pay days to employees at work or, upon written request of an employee, mailed to the home address of employees on payday. Paychecks will not be given to anyone other than employees except with their prior written authorization.

Employees are expected to report any errors in a paycheck or pay stub to the Executive Director immediately. CAPRI does not permit wage or salary advances on unearned wages to any employee.

D. TIMEKEEPING / TIME RECORDS

It is the responsibility of every non-exempt employee to accurately record time worked. Federal and state laws require CAPRI to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time spent on the job performing assigned duties.

Overtime work must always be approved by the Executive Director before it is performed. In accordance with federal law, CAPRI rounds this time to the nearest one-quarter hour/fifteen minutes.

It is the employee's responsibility to verify/certify the accuracy of all time recorded. This is generally done through a monthly review of attendance between the employee and Executive Director.

E. REST AND MEAL PERIODS

All full-time employees are required to take periods of rest during the workday consisting of a ten-minute rest period in the morning, another ten-minute rest period in the afternoon, and a ½ hour or one-hour meal period. Rest periods or "breaks" should occur as near as possible to the middle of the work period. These breaks are provided to enable employees to take care of their personal needs and may not be extended, added onto meal breaks, or used to compensate for late arrivals or early departures. Please keep in mind that when employees are not on a break, they are expected to devote their full efforts to their duties.

Normally, employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time. Employees are responsible for making sure they take their breaks and meal period.

Employees may take on-duty meal periods in certain circumstances. An on-duty meal period is permitted only when the nature of the work prevents an employee from being relieved of all duty; must be agreed to by the employee and the Executive Director; and may be revoked at any time in writing by the employee. It is otherwise a violation of CAPRI policy for non-exempt employees to work through their meal period.

F. OVERTIME & COMPENSATORY TIME OFF

From time to time, the workload may require CAPRI to request employees to work overtime. CAPRI will make an effort to evenly distribute overtime based on business necessity among the employees with the skills, knowledge and ability for the work that needs to be accomplished. When possible, advance notification of these mandatory assignments will be provided. While such situations are difficult for CAPRI and its employees, such requirements will be made only when based on operational necessity. Employees who refuse to work such overtime shall be subject to corrective action, up to and including discharge, depending upon the circumstances. All overtime work must be pre-approved by the Executive Director. Working unauthorized overtime is strictly prohibited.

Only actual hours worked in a given workday or workweek can apply in calculating overtime. Sick leave, vacation, holidays, or other paid time off is not considered hours worked for purposes of overtime calculations. Non-exempt employees will be provided with Compensatory Time Off (CTO) in lieu of overtime payment in cash in accordance with federal law. Such CTO will be provided at a rate of 1 ½ hours for every 1 hour of overtime worked. CTO shall be scheduled and approved by the Executive Director in the same manner as vacation.

G. OVERTIME EXEMPTION STATUS

Based upon an employee's job duties and responsibilities, each employee is classified as either "exempt" or "non-exempt" for payroll purposes. These two terms refer to whether or not an employee is exempt from the overtime provisions of applicable federal wage and hour laws.

1. Exempt Status

Employees who are designated as "exempt" from overtime laws do not receive any compensation for overtime work. However, exempt employees are authorized, subject to approval of the Executive Director, to take reasonable time off for personal use during normal working hours without loss of compensation.

However, exempt employees are expected to work whatever time reasonably is required to perform the duties of their position.

2. Non-Exempt Status

Employees whose positions do not meet certain legal requirements necessary for exemption from applicable federal overtime laws are classified as “non-exempt.” Non-exempt employees are provided with Compensatory Time Off (CTO) for each hour of weekly overtime work performed, as requested and approved in advance by the Executive Director.

Any questions regarding exemption status should be directed to the Executive Director.

H. PAYROLL DEDUCTIONS

CAPRI is required by state and/or federal law to withhold a portion of an employee’s pay for tax or government-mandated benefit programs and other mandatory deductions from time to time. These legally required deductions include, but are not limited to, the following items:

1. Federal Income Tax
2. State Income Tax
3. Medicare Deduction
4. Employee’s contribution to CalPERS Plan
5. Court Ordered Deductions (such as garnishments) and Tax Liens

Additionally, employees may authorize certain deductions to be made from their paychecks for reasons such as payment of group medical insurance premiums. All deductions, whether they are legally required or voluntary, are itemized on each employee’s paycheck stub.

I. PAYCHECK DIRECT DEPOSIT

CAPRI offers direct deposit of wages to any bank, savings and loan, credit union, or any other financial institution that is a member of the Federal Reserve System. To begin direct deposit, employees must provide the following to the Executive Director: account tracking number(s), financial institution name(s) and amount(s) desired. As required by the Federal Reserve, the first direct deposit normally takes place after an initial “test” pay period to assure all information provided is accurate.

Each payday, employees enrolled in direct deposit will be provided a pay stub stating all payroll deductions, information, and the net deposit made.

J. PAY ADVANCES

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

K. WAGE GARNISHMENT

A garnishment is a legal levy by a creditor against an employee's pay. CAPRI expects all employees to manage their personal finances so as not to involve CAPRI. All garnishments and other attachment orders that are required by law will be honored. An employee who suspects this may happen to him/her should review the situation with the Executive Director immediately.

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SECTION 4 EMPLOYMENT BENEFITS

A. GENERAL INFORMATION & ELIGIBILITY

This section of the Handbook is intended to provide a general overview of the benefits currently available to eligible employees of CAPRI. State and/or federal laws govern some of these benefits, while others are determined by CAPRI or governed by a benefit provider. Should there be a discrepancy between the contents of this Handbook and a provision of an applicable law, benefit plan or contract, then the law, plan document, or contract will prevail.

All employees should receive information regarding benefits plans during their hiring process. This information includes summary plan descriptions, which are detailed benefit documents. Employees having questions regarding benefit matters should speak with Executive Director.

CAPRI reserves the right to change, suspend or eliminate any benefit at its sole discretion when conditions warrant and following Board of Directors approval and communications to employees. Employees will be notified of any changes in employee benefit programs at meetings or through memos.

Our employee benefit programs consist of two categories: insured employer-paid benefits, and uninsured benefits. Insured benefits are those that we as an organization pay for through an outside source. Examples of these benefits are medical and dental and life insurance. Medical and dental coverages are also available for an employee's dependents.

Examples of uninsured benefits are time-off (i.e. sick leave, vacations, and holidays), employer contribution to a retirement plan, and tuition reimbursement. These benefits are paid for directly by CAPRI and are available to our employees with conditions and specifications noted in the following pages.

It is our intent that the following pages will provide you with enough information as to their proper use.

B. DEFERRED COMPENSATION

All full-time and part-time employees are eligible to participate in a 457-plan offered through the California Public Employees Retirement System (PERS). Plan and product profiles are available through the Executive Director. Participation in the deferred compensation plan is optional.

C. INSURED, EMPLOYER- PAID BENEFITS

1. Group Life Insurance

CAPRI provides full-time employees with group life insurance. CAPRI pays the full cost of premium for full-time employees. No dependent insurance is available. An employee becomes eligible for group life insurance on the first day of the month following the date of hire/re-hire and return of the enrollment form to the Executive Director. Details of coverage and rules are available in the summary plan description provided to the employee on the first day of employment and available thereafter through the Executive Director.

2. Health Plan

CAPRI provides full-time employees with health insurance through one of two health plans provided through Golden State Risk Management Authority. CAPRI pays the full cost of premium for full-time employees. Dependent insurance coverage is available at the employee's own expense. An employee becomes eligible for health insurance on the first day of the month following the date of hire/re-hire and return of the enrollment form to the Executive Director. Details of coverage and rules are available in the summary plan description provided to the employee on the first day of employment and available thereafter through the Executive Director.

3. Dental Plan

CAPRI provides full-time employees with dental insurance through a plan provided through Golden State Risk Management Authority. CAPRI pays the full cost of premium for full-time employees. Dependent insurance coverage is available at the employee's own expense. An employee becomes eligible for dental insurance on the first day of the month following the date of hire/re-hire and return of the enrollment form to the Executive Director. Details of coverage and rules are available in the summary plan description provided to the employee on the first day of employment and available thereafter through the Executive Director.

4. Vision Plan

CAPRI provides full-time employees with vision insurance through a plan provided through Golden State Risk Management Authority. CAPRI pays the full cost of premium for full-time employees. Dependent insurance coverage is available at the employee's own expense. An employee becomes eligible for vision insurance on the first day of the month following the date of hire/re-hire and return of the enrollment form to the Executive Director. Details of coverage and rules are available in the summary plan description provided to the employee on the first day of employment and available thereafter through the Executive Director.

D. UNINSURED BENEFITS

1. Retirement Plan

All full-time and part-time employees must participate in the Public Employees' Retirement System (PERS). PERS calculates an employee share and an employer share of the cost. An employee begins participation in the plan on the first day of employment. Employees receive member benefit information on the first day of employment. The employee should contact PERS directly for questions regarding retirement benefits.

2. Holidays

Full-time employees are eligible for holiday pay from their date of hire. Eligible employees must work their regularly scheduled workdays before and after a holiday observed by CAPRI, unless the absence was approved in advance or excused by the Executive Director. Eligible employees also receive holiday pay, without deduction of a vacation day, whenever they are on an approved vacation during which CAPRI observes a holiday. Holiday pay is the employee's normal salary rate for 8 hours or 4 hours for a half day.

Employees who are on an unpaid leave of absence on the date CAPRI observes a holiday are not eligible for holiday pay.

CAPRI observes ~~12~~ 11 holidays per fiscal year. The holiday schedule is established by the Board of Directors and may change from year to year but, in general, will be observed as follows:

- a. New Year's Day
- b. Martin Luther King Jr. Day
- ~~c.~~ ~~Columbus Day~~
- ~~d.~~ ~~President's Day~~
- e. Memorial Day
- f. Independence Day
- g. Labor Day
- h. Veterans Day
- i. Thanksgiving Day
- j. Day after Thanksgiving Day
- k. Christmas Eve
- l. Christmas Day

In addition to the holidays listed, eligible employees shall receive one personal holiday per fiscal year.

Once 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.

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3. Vacation

CAPRI offers paid vacation benefits for rest and relaxation, which may also be used for personal time off due to personal appointments, family matters, time off to vote, school activities, religious observances, and other personal obligations.

Vacation leave accrual for eligible employees begins on the first day of employment and ends on the last day of employment. Vacation time is accrued on a daily basis. Employees accrue vacation time only when they are in regular paid status. Time worked in excess of 40 hours in the workweek does not affect vacation leave accrual.

CAPRI bases annual vacation leave on the length of continuous service, measured from the employee's anniversary date. Full-time employees are provided annual vacation leave as follows:

Executive Director

| | |
|--------------------|------------------|
| First 3 years | 15 days per year |
| 4 to 5 years | 20 days per year |
| 6 to 10 years | 23 days per year |
| More than 10 years | 25 days per year |

Full-time Staff

| | |
|--------------------|------------------|
| First 3 years | 10 days per year |
| 4 to 5 years | 15 days per year |
| 6 to 10 years | 18 days per year |
| More than 10 years | 20 days per year |

Newly hired employees may take vacation to the extent it is accrued and as approved by the Executive Director. No advance paid vacation may be taken, unless otherwise approved by the Executive Director.

An employee separated from CAPRI for any reason will receive pay for accrued but unused vacation.

Employees are encouraged to use their accrued vacation benefits each year. Accrual for Vacation Leave is limited to 1 ½ times the amount of employee's annual vacation leave. However, the limit is only applied at the end of each fiscal year.

Vacation leave in excess of the accrual limit at the end of the fiscal year may be bought-out to the extent eligible per the policy below. Vacation Leave in excess of the accrual limit at the end of the fiscal year which is ineligible for buy-out will be lost.

Employees may buy-out accrued vacation at their current rate of pay if the employee has taken a minimum of ten days of vacation, compensating time off (CTO) as time-off in the 12 months preceding the request. The amount of accrued vacation which can be bought-out is limited to one day of buy-out for every day of vacation/CTO/Admin taken as time off in the 12 months preceding the request. Employees are limited to a maximum of one buy-out transactions per fiscal year as set by the Executive Director (preferably November/December). A maximum of 15 days can be bought out in a fiscal year.

4. Scheduling a Vacation

Vacation requests are to be submitted for approval, in writing/email, to the Executive Director. CAPRI will make every effort to accommodate vacation requests. However, some requests for vacation time may not be approved in order to minimize work disruption. Employees who request vacation leave well in advance will make it easier for the Executive Director to accommodate vacation choices.

5. Employees Exempt from Overtime Laws

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

6. Sick Leave

CAPRI offers paid sick leave benefits to be used for absences due to medical or doctor appointments, personal illness or injury, specific legally protected absences such as time off for crime victims, or to attend to an illness of a child, parent, spouse, or a registered domestic partner of the employee. Sick leave should not be abused nor taken merely because there are remaining hours available. Each employee must personally and promptly notify the Executive Director to be eligible to receive sick pay. If the illness is lengthy, the employee should advise the Executive Director on the progress and expected date of return to work.

Full-time employees earn one sick leave day (8 hours for full-time employees) per month of employment, which is accrued daily. Sick leave accrual for eligible employees begins on the first day of employment and ends on the last day of employment. Employees accrue sick leave only when they are in regular paid status. Sick leave may not be taken until earned. Time worked in excess of 40 hours in the workweek does not affect sick leave accrual.

CAPRI does not limit the amount of sick leave an employee can accrue and does not permit pay instead of sick leave. An employee loses accrued sick leave at the time of termination from CAPRI. However, if the termination of employment is due to a qualified retirement, CalPERS will apply the unused sick leave towards an employee's service time, not to exceed the maximum amount permitted by PERS. More

information regarding how unused sick leave may be applied for service time at retirement can be obtained through the Executive Director or CalPERS.

All sick leave payments will be based on an employee's regular pay rate in effect at the time such payments are made. These payments will be coordinated with any applicable disability insurance or workers' compensation benefit payments, so that all such payments will not exceed the employee's normal gross earnings.

Employees who are absent for three or more consecutive days due to illness or injury are required to submit a health care provider's certification to substantiate the use of sick leave. In addition, before an employee may return to work, CAPRI may require a health care provider's written certification that the employee is capable of resuming his/her job responsibilities. ~~any~~ Any material misrepresentations regarding the use of sick leave (e.g., using sick leave for an unqualified absence) may result in corrective action, up to and including discharge.

7. School Activities Time Off

California law allows a parent or guardian to take up to a total of 40 hours of time off each calendar year (but no more than eight (8) hours in one month) without pay to participate in their children's activities at school (grades K through 12) or licensed day care facility. The absence is subject to the following conditions:

- a. The time off must be requested in advance and must be approved by the Executive Director.
- b. Employees must use their accrued vacation, compensating time off, or administrative leave in order to receive compensation for this time off. Employees who do not have accrued vacation, compensating time off, or administrative leave available will take the time off without pay.
- c. If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert the Executive Director as soon as possible before leaving work. In agreement with California law, no discriminatory action will be taken against an employee who takes time off for this purpose.

This policy allows for only a total 40 hours per calendar year and does not multiply by number of dependent children.

8. Bereavement Leave

CAPRI provides full-time and part-time employees with paid Bereavement Leave of up to 5 days (~~3 days in state, 2 extra days out of state~~) to prepare arrangements and attend a funeral when there is a death in the employee's immediate family. Bereavement Leave is a separate leave not charged to sickleave.

Eligible employees will receive the pay they would have earned for the workdays missed. Bereavement Leave is prorated for part-time employees based on the number of hours the employee would have been scheduled for work.

Immediate family is defined as:

- Spouse
- Child
- Stepchild
- Sibling
- Parent
- Stepparent
- Any child/close relative living in the home
- Grandchild
- Mother/Father-in-Law
- Daughter/Son-in-Law
- Grandparent
- Niece/Nephew
- Sister/Brother-in-Law
- Registered Domestic Partner
- Child of Registered Domestic Partner

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No other relatives are considered immediate family for purposes of receiving paid Bereavement Leave under this policy. Employees who have a death of a family member and intend to take Bereavement Leave must immediately notify the Executive Director of their intended absence from work. The Executive Director may grant additional time off, without pay or use of appropriate leave, depending upon the circumstances.

E. LACTATION ACCOMMODATION

CAPRI provides sufficient break time for employees who are breast-feeding to express milk at work. When possible, this need should coincide with the employee's paid rest time. Any additional time that is needed will be unpaid. When possible, the Executive Director will consider flexible schedules to accommodate an employee's needs. In addition, CAPRI will provide a private room or space to express milk and refrigerated space for storage.

F. UNEMPLOYMENT INSURANCE

~~CAPRI pays thousands of dollars each year to a state unemployment compensation reserve account. Employees do not contribute for this benefit.~~ Unemployment compensation provides a weekly benefit for a specified period due to a qualifying condition of unemployment. These benefits change periodically and are established by state law.

Unemployment insurance benefits are not available to employees who voluntarily quit without good cause or who are terminated for misconduct. At the time of employment separation, employees may, upon request, be provided with EDD's website address explaining benefits, eligibility, and claim filing procedures.

G. JURY DUTY

CAPRI recognizes our civic responsibility for jury duty service by paying an employee their normal wage or salary for such service for a period of no more than 5 business days. Jury duty is defined as time spent for the examination and actual jury duty services. Full and part-time employees are eligible for continued compensation during jury duty. When an employee is notified to serve on a jury, the employee must immediately notify the Executive Director and present the official notification. If the absence of the employee for jury duty poses a serious detriment to CAPRI or the employee's work, the Executive Director may request a postponement from the Jury Commissioner. An employee who serves on a jury that exceeds an 8-hour day, or a 40-hour week will not be eligible for overtime pay. There will be no limit to the time or amount of salary continuation for an employee serving on a jury. Since CAPRI will continue compensation while an employee serves on jury duty, employees are required to fill out a Government waiver form at the time of service which will stop jury duty payment, excluding expenses provided by the court. A copy of this form should be submitted to their Executive Director at the end of their jury duty service.

H. WITNESS DUTY AND SUBPOENAS

Employees will be paid their normal wage or salary if required to be a witness or required by a subpoena to appear in court on CAPRI business. Employees will not be paid for their time off if summoned to appear in court as a witness or because of a subpoena for any other reason. Use of any available vacation time may be used for this purpose, subject to approval by the employee's Executive Director.

I. SEMINAR ATTENDANCE AND CONTINUING EDUCATION

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of CAPRI or the individual employee and as provided for in the annual budget. Attendance at such activities may be required by CAPRI or requested by individual employees and subject to the Executive Director's approval.

1. Seminars

Where attendance is required or authorized by CAPRI, CAPRI will reimburse reasonable expenses that generally include registration fees, materials, meals, transportation, and parking. Employee attendance at such authorized outside activities will be considered time worked and the employee will be compensated in accordance with normal payroll practices.

2. Continuing Education

The Executive Director has the discretion, subject to budget allowance, to reimburse employees for continuing education. The employee must complete and pass the instruction to be eligible for reimbursement.

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SECTION 5 LEAVES OF ABSENCE

A. GENERAL INFORMATION

Employees may need to request a leave of absence for a variety of reasons. A request for a leave of absence should be made with the Executive Director. It is the employee's responsibility to ensure that CAPRI receives all necessary documentation regarding the leave and any subsequent requests for extension fifteen (15) days prior to the effective date. Employees absent without leave and those who fail to return to work promptly at the end of a leave are considered to have voluntarily resigned their positions.

The employee will remain in paid status with CAPRI during the period of leave as long as the employee is utilizing appropriate and approved leave benefits (i.e. sick, vacation or CTO depending on the type of leave). The employee will be in un-paid status with CAPRI once appropriate accrued leave balances have been exhausted or in some cases, at the employee's election, accrued leave balances are not being utilized.

Employee benefit accruals, such as vacation, sick time, and holiday benefits, will continue during periods of leave of absence as long as the employee remains in paid status. Employee benefit accruals will be suspended during leaves where the employee is in un-paid status, and will resume upon the employee's return to paid status.

CAPRI may attempt to accommodate employees returning to work from injuries or illnesses with short term "modified duty" assignments when practical. Such accommodations may be made depending upon the extent and nature of the work restrictions imposed by the health care provider, the anticipated duration of the restrictions, the availability of modified duty assignments, and other relevant considerations.

Instances may exist where two or more leave of absence policies provide overlapping protection for eligible employees. It is the intention of CAPRI's policies to limit employees to the time available under the single most favorable leave of absence policy and to prevent employees from exceeding the limitations of that policy. This means that all leaves of absence run concurrently as provided by law.

Accordingly, any leave of absence that is taken by an employee under any policy that could have been taken under any other policy of CAPRI (if the employee had requested to do so) shall be credited against the maximum limit on leaves established in each of the policies that provided the employee a basis to request a leave of absence.

The sections below provide more detailed information regarding the different types of leaves of absence. We have attempted to address all issues related to compensation, use of accrued leave balances, and continuation of employee benefit plans. However, additional issues may arise which have not been contemplated. Any unanticipated issues will be addressed as provided by law or on a case-by-case basis.

B. PREGNANCY DISABILITY LEAVE (PDL)

Any female employee planning to take Pregnancy Disability Leave (PDL) should advise their Executive Director as soon as possible. The employee should also inform the Executive Director when such leave is expected to begin and how long it will likely last. The employee should make arrangements with their Executive Director regarding the scheduling of any planned medical treatment or appointments in order to minimize disruption to the operations of CAPRI.

Upon the request of an employee and recommendation of the employee's health care provider, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

The following conditions also apply:

1. PDL begins when ordered by the employee's health care provider. The employee must provide their Executive Director with a certification from a health care provider containing:
 - a. The date on which the employee became disabled due to pregnancy
 - b. The probable duration of the period or periods of disability
 - c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Return to work from PDL will be allowed only when the employee's health care provider endorses a release that must be submitted to the employee's Executive Director.

2. The duration of the leave will be determined by the employee's health care provider, but in accordance with regulations may be for not more than 88 working days. Part-time employees are entitled to leave on a pro rata basis. The 88 working days of available leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
3. The employee will remain in paid status while using appropriate accrued leave (sick, vacation, during a PDL to satisfy any disability waiting periods and/or to supplement disability benefits in order to maintain the equivalent of full salary.

4. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances or at the employee's election to not use accrued leave benefits.
5. During the period of PDL, CAPRI will continue payment of all premiums for employee benefit plans in place at the time the leave begins. CAPRI will also continue the employer contribution for employee benefit premiums as if the employee were not in leave status, as required by law or regulations. The employee must reimburse CAPRI for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by CAPRI within 30 days of the date of the invoice or written notification. If CAPRI does not receive the reimbursement from the employee within 30 days, CAPRI can cancel any policies and/or plans for which they have not been reimbursed.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a PDL, an employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

C. LEAVE PURSUANT TO FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Employees may need to request a leave of absence that qualifies for the protections under the FMLA and/or CFRA. See <https://www.dol.gov/agencies/whd/fmla> and/or <https://www.edd.ca.gov/disability/faqs-fmla-cfra.htm> for details.

D. PERSONAL LEAVE OF ABSENCE

Requests for personal leaves of absence will be considered on a case-by-case basis typically based on factors related but not limited to staffing levels, existing or projected workload demands, the requesting employee's work record, the basis of the request, and so long as approval of the leave does not cause CAPRI to incur additional costs and/or hardship. Personal leaves are generally considered for personal reasons such as a verifiable family or personal emergency not provided for by legally mandated leaves of absence, to complete a short-term educational requirement not associated with a condition of the employee's present job, or to attend to a medical condition not otherwise eligible or qualified under legally mandated leaves of absence. Employees who are a victim of domestic violence, sexual assault, or a violent or serious crime are eligible for leave, which is a form of a personal leave, subject to the applicable laws and regulations.

Personal leaves must be approved by the Executive Director and shall be for an initial period not to exceed 180 calendar days, unless otherwise approved by the Executive Director. Requests for an extension of the initial leave will not be considered unless submitted in writing with reasons

for the extension prior to the expiration of the initial period granted, and shall not exceed an additional 90 calendar days. All requests for an extension of a personal leave of absence beyond the maximum 180 calendar day initial period must be approved by the Board of Directors.

Additional conditions related to approve personal leaves are as follows:

1. The employee will remain in paid status while using appropriate accrued leave balances (sick, vacation). Appropriate accrued leave, to the extent available, must be utilized during the period of leave.
2. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances.
3. If disability insurance is applicable, the employee must coordinate appropriate accrued leave balances, to the extent available, to maintain the equivalent of full salary.
4. CAPRI will continue payment of premiums for employee benefit plans in place at the time the leave begins. CAPRI will also continue payment of the employer contribution for employee benefit premiums, as if the employee were not in leave status, through the end of the month in which the employee is in paid status. The employee must reimburse CAPRI for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by CAPRI within 30 days of the date of the invoice or written notification. If CAPRI does not receive the reimbursement from the employee within 30 days, CAPRI can cancel any policies and/or plans for which they have not been reimbursed.
5. Once all appropriate accrued leave balances are exhausted and/or the employee is in un-paid status, and at the employee's election to continue the benefit plans while on leave, CAPRI will continue payment of premiums for all employee benefit plans, but the employee must reimburse CAPRI for such benefit premiums. Reimbursement must be received by CAPRI within 30 days of the date of the invoice or written notification. If CAPRI does not receive the reimbursement from the employee within 30 days, CAPRI can cancel any policies and/or plans for which they have not been reimbursed.

While CAPRI may endeavor to allow the employee to return to their same job, CAPRI is not required to reserve the job of any employee who takes an authorized personal leave of absence, and such employees do not have a right or expectation to return to the same or similar job upon completion of the leave.

E. WORKERS' COMPENSATION LEAVE

Leave for a work-related disability will be extended while an employee is receiving temporary disability benefits and until an employee is released for either full or partial duty, is determined to be permanently disabled and unable to return to work, or resigns or retires from CAPRI. Please refer to Section VII.D. of this handbook for more information regarding workers' compensation. The following also apply during workers' compensation leave:

1. The employee will remain in paid status while using appropriate accrued leave balances (sick, vacation) to satisfy any applicable waiting period and/or to supplement workers' compensation benefits to maintain the equivalent of full salary. Administrative days may be used for a waiting period but may not be used as partial days to coordinate with workers' compensation benefits.
2. The employee will be in un-paid status after exhaustion of appropriate accrued leave balances or at the employee's election to not use accrued leave benefits.
3. During the period of leave, CAPRI will continue payment of all premiums for employee benefit plans in place at the time the leave begins. CAPRI will also continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for the duration of the leave. The employee must reimburse CAPRI for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by CAPRI within 30 days of the date of the invoice or written notification. If CAPRI does not receive the reimbursement from the employee within 30 days, CAPRI can cancel any policies and/or plans for which they have not been reimbursed.

F. MILITARY LEAVE

Military leave is a form of a personal leave of absence subject to the applicable laws and regulations. Leaves of absence and re-employment resulting from service in the National Guard or U.S. Military Armed Forces will be in accordance with applicable state and federal laws. A copy of the applicable, official military orders for training or active duty must accompany an employee's request for a leave of absence.

An employee who is assigned to a U.S. Military Armed Forces Reserve organization and is subject to active or inactive duty training will be granted leaves of absence without pay, generally for up to two (2) weeks.

The following conditions also apply:

1. The employee will remain in paid status while using appropriate accrued leave balances (vacation) to supplement his/her military pay to maintain the equivalent of full salary.

G. RETURNING FROM A LEAVE OF ABSENCE

When an employee is returning from an approved leave, the employee must notify their Executive Director at least seven calendar days prior to the scheduled return date. CAPRI, at its discretion and based on anticipated business needs and operational concerns, may or may not be able to hold an employee's position open during a leave of absence.

If the position held no longer exists upon an employee's return, placement in another position, if available, for which such employee may be reasonably qualified will be made if feasible. If placement in another position cannot be accomplished, such employee will be laid off. Reinstatement after leaves regulated by law will be in accordance with applicable state and federal laws in effect at that time.

H. TERMINATION DURING A LEAVE OF ABSENCE

Employees will be replaced or terminated during a leave of absence for any of the following reasons:

1. Notice of intent to resign or demonstration of intentions not to return to work is given.
2. Employee fails to return to work within the time specified for the leave without having obtained a CAPRI approved extension of the original leave expiration date.
3. Employee fails to supply a doctor's certificate or other requested documentation to substantiate the need for, or an extension of, a leave.
4. Employee fails to accept their former position upon return, or if not available, another position for which they may be reasonably qualified.
5. Employee refuses to undergo a medical evaluation by an appointed doctor at CAPRI's expense when requested.
6. Employee accepts other employment at any time during the leave of absence.
7. Employee's position no longer exists at the conclusion of his/her leave.
8. CAPRI also reserves the right to terminate any at-will employee at any time, but not for unlawful retaliatory reasons.

SECTION 6 EMPLOYEE RELATIONS AND CONDUCT STANDARDS

A. COMMUNICATIONS & WORKING RELATIONS

1. Customer Service Relations

Satisfied customers are one of the important measures by which CAPRI can be deemed successful. All employees contribute to satisfying our customers through responsive, cooperative, and thorough work results, as well as skillful interaction with members, vendors, the public, co-workers and member districts. Therefore, it is the responsibility of every employee to be pleasant, have a positive attitude, and provide prompt and professional services to our customers at all times.

Satisfaction is a composite of many things - a smile, a neat appearance, a friendly atmosphere, and a genuine concern for each and every customer - these cost nothing, but are so important to our customers. Successful customer relations also involve providing quality services that consistently meet, if not exceed, the expectations of our customers by meeting deadlines and bringing a project to completion on time. These items are always a matter of primary concern both to our members and CAPRI.

2. Communications

Work-related questions or suggestions are best presented by frank and prompt discussion. Accordingly, CAPRI promotes the following "Open Door" practices:

- a. CAPRI is always looking for better ways of operating our business and serving our members. Employees who have ideas for improving CAPRI's services or doing a job more simply and economically are encouraged to give their suggestions to the Executive Director. The Executive Director and the Board of Directors will be glad to review and discuss all such suggestions.
- b. All employees are encouraged to express their views on CAPRI policies to the Executive Director, either verbally or in writing. Employees are expected to express such views in a calm, reasonable, and constructive manner. Anonymous suggestions may be submitted to the Executive Director.
- c. Suggestions and questions will be answered as quickly as possible.

Employees who have a reasonable, good faith belief that an CAPRI employee, contractor or other third-party is engaging in financial misconduct relating to CAPRI operations, or is engaging in conduct which results in the waste of the financial resources of CAPRI, should report this belief to the Executive Director. If the employee feels uncomfortable about making a report to the Executive Director, or if the Executive Director is involved in the alleged misconduct, the report should be made to CAPRI's Board of Directors President.

The Executive Director or Board President will promptly investigate any such report of financial misconduct or waste of financial resources, preserving confidentiality to the fullest extent possible. Retaliation against CAPRI employees or any other person for reasonable, good faith reporting under this policy will not be tolerated.

3. Staff Meetings

Staff meetings will be at the call of the Executive Director. Staff meetings are generally held on an as-needed basis. All employees scheduled to work on staff meeting days are expected to attend while unscheduled employees are expected to learn about the content of meetings on their next scheduled workday. These meetings are held to provide information, promote employee participation, contribute constructive ideas in solving problems, improve our CAPRI, and allow us to operate more efficiently. It is an opportunity to share information, exchange ideas, set goals, discuss opportunities for growth, and solve any problems with particular projects or assignments. If unable to be present, employees should notify their Executive Director and offer to submit ideas in writing.

4. Bulletin Boards

Bulletin boards are used to display required documents and to provide employees with information about job openings, changes in CAPRI, or information of general interest relative to our operations. CAPRI e-mails also are used to disseminate information to employees.

B. PERSONAL MAIL AND TELEPHONE CALLS

In general, CAPRI facilities are available for CAPRI business. Due to the volume of business calls required during the business days, personal calls on CAPRI telephones during working hours are to be kept to a minimum. Personal telephone calls, including cell phone calls, should be handled during non-work time (rest and meal periods). Any personal long distance or toll calls should be charged to the employee's home phone or calling card.

Additionally, CAPRI will assume that all mail addressed to the office is official CAPRI mail, even though it may be addressed to an individual. There should be no expectation that personal mail sent to the office will be confidential. All employees should keep personal visitors to a minimum so as not to disrupt work or interfere with others. Email on CAPRI accounts are the property of CAPRI and there should be no expectation that e-mail on CAPRI addresses is confidential from management or the CAPRI Board.

C. WORKING RELATIONS

All employees are expected to be courteous and considerate of one another and to work with a “team player” attitude, including assisting and providing helpful information to other employees. All employees should accept the suggestions or instructions given to them in proper spirit. Problems should be discussed in private. If differences persist, employees should discuss them with the Executive Director.

D. PERSONAL RELATIONSHIPS

The success of CAPRI depends on positive employee morale and good team working conditions. We recognize that personal relationships can develop between people who work together. Unfortunately, those relationships can negatively affect the workplace. To maintain a positive working environment, CAPRI has developed the following policy concerning personal relationships among employees, vendors and members.

Personal relationships between the Executive Director and employees can cause morale problems and perceptions of favoritism. For that reason, the Executive Director is expected to maintain strictly professional relationships with all employees who report to them. The Executive Director may not under any circumstance pursue romantic relationships with any employee of CAPRI. Should such a relationship develop, it is the responsibility of both parties to discuss the matter with the President of the Board. CAPRI will then evaluate the options for addressing the situation. Failure to disclose such relationships may lead to disciplinary action, up to and including termination.

CAPRI does not prohibit co-workers from dating one another if they are on the same peer level and/or work in different departments. However, if at any time a personal relationship, request for dates, or a romantic pursuit between co-workers becomes unwelcome, or interferes with the work environment of the employees involved or other employees, CAPRI will take appropriate action to resolve the matter. This may include disciplinary action, up to and including termination of one or both employees involved.

In addition, all employees are discouraged from becoming romantically involved with individuals who do business with CAPRI, including vendors and members, if the relationship may create a conflict of interest, create a negative or unprofessional work environment, or cause concerns regarding supervision, safety, security or morale. If you have questions about whether a personal relationship with a member or vendor would be inappropriate, please consult with the Executive Director or Board President.

E. PERSONAL USE OF CAPRI PROPERTY

CAPRI property is to be used for CAPRI business only.

F. PERSONAL POSSESSIONS

Employees are encouraged to avoid bringing personal items and possessions to a work site and to take all precautions to safeguard all such items.

Employees who bring any kind of personal items and possessions to a work site do so at their own risk because CAPRI accepts no responsibility for any items or possessions that are stolen, lost or damaged in any way.

G. APPROPRIATE USE OF INFORMATION TECHNOLOGY

In order to ensure a stable and secure information technology environment, CAPRI staff, temporary personnel, contractors, vendors and business partners are required to conduct themselves in accordance with these policies. Violations will be subject to discipline, up to and including immediate termination of employment or business relationship, and could include civil and/or criminal prosecution.

Access to, and use of, the Internet is a privilege not a right. Appropriate Internet usage policies are established based upon maintaining the security and integrity of CAPRI network.

Employees are permitted to use CAPRI's technical resources for occasional non- work-related purposes. Use of CAPRI's technical resources must not interfere with the individual employee's productivity, the productivity of any other employee or the operation of CAPRI's technical resources.

Employees will not send email or other communications that either mask their identity or indicate that someone else sent them.

Employees are not to share passwords or access any technical resources using another employee's ID and password. Employees will only access the applications, files, data and systems that are related to their work duties and have been authorized to access. Unauthorized use, review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, applications, computer systems, data and cellular devices, or improper use of information obtained by unauthorized means, is prohibited.

CAPRI's technical resources will not be used for personal gain or the advancement of individual views. Staff who wish to express personal opinions are encouraged to obtain a personal email account and to access the Internet without using company resources.

Employees are prohibited from using CAPRI's IT resources for the transmission or receipt of any information or activity in violation of federal, state or local laws or regulations.

Sending, saving or viewing offensive material is prohibited. Employees will refrain from using the systems for gossip, chat rooms or chain letters. Messages and materials stored and/or transmitted by computer, voicemail, email, telephone system or wireless data device must not contain content that may reasonably be considered offensive to any employee. Offensive material includes, but not limited to, pornography, sexual comments, jokes or images, racial slurs, gender-specific comments, negative stereotyping or any comments, jokes or images that would offend someone on the basis of his or her race, color, creed, sex, marital status, religion, sexual orientation, age, national origin or ancestry, physical or mental disability, veteran status, as well as any other category protected by federal, state or local laws. Any use or misuse of information technology resources to harass or discriminate is unlawful and strictly prohibited by CAPRI. Any employee violating this policy will be subject to discipline, up to and including immediate termination.

H. ACCESS TO INFORMATION – NO EXPECTATION OF PRIVACY

CAPRI respects the individual privacy of its employees; however, that privacy does not extend to an employee's work-related conduct or to the use of company provided technical resources. All files and messages sent, received, composed and/or stored using CAPRI's computer system resources are the property of CAPRI. Use of CAPRI's electronic communications and information systems constitutes consent to this policy.

CAPRI's computer, voicemail, email and phone systems and the data stored on them are, and remain at all times, the property of CAPRI. All information, including email messages and files, that are created, sent, stored or retrieved over CAPRI's technical resources is the property of CAPRI and should not be considered private or confidential. Employees have no right to privacy as to any information or file transmitted or stored through CAPRI's computer, voicemail messages, email or telephone systems. As a result, computer data, voicemail messages, email messages and other data retrievable by technical Executive Directors can be made available to management when doing so serves the legitimate business interests and obligations of CAPRI. If, during the course of your employment, you perform or transmit work on CAPRI's computer system or other technical resources, your work may be subject to the investigation, search and review by others in accordance with these policies.

Employees who send personal messages on these systems should be aware that such messages will be treated as a business message, and not a personal, confidential message of the employee, and therefore are subject to the aforementioned investigation, search and review by others in accordance with this policy. The use of passwords to gain access to these systems is for the protection of CAPRI, not the employee.

Employees should be aware that, even when a file or message is deleted or a visit to an Internet or website is closed; it is still possible to recreate the message or locate the website.

CAPRI management reserves the right to monitor employee use of its technical resources at any time and can inspect or screen all of CAPRI's technical resources and all information contained therein without prior notice to employees. These inspections and searches may be conducted during or outside normal business hours and in the presence or absence of the employee. All information created, sent, stored or retrieved over CAPRI's technical resources are subject to inspections. Results of inspections or searches may be disclosed to law enforcement or to other third parties without prior consent of the sender or the receiver.

I. CONFIDENTIAL INFORMATION AND DATA BACKUP

CAPRI has implemented firewalls, passwords, and data encryption to ensure confidentiality of internal systems. However, others outside CAPRI may be able to monitor external Internet email and web access. If your duties require a higher level of security, please ask the Information Technology department (IT) for guidance on securely exchanging email or gathering information from external sources found on the Internet.

Employees should not conduct CAPRI's business on their personal email accounts.

All employees must safeguard CAPRI's confidential information, as well as, that of members and others, from disclosure. Employees should be aware of their surroundings when accessing new voicemail, emails, files or applications that might contain sensitive or confidential information.

Employees will not access confidential information from public computers. For example, accessing SIMS claims data from a shared public computer at a public library.

Messages, documents, files, and application data should not be left visible while an employee is away from their work area. To avoid unwanted access to systems, employees are required to logoff their computer when they will be away from their desk for any length of time. In addition, employees must reboot their desktop workstation when leaving for the day, or shutdown and put away their laptop.

If, in the course of business, employees print hard copies of confidential information, they must take care to safeguard the information, disposing of the documents in a safe and secure manner.

Any confidential materials generated by CAPRI staff, member districts or consultants should be clearly marked.

CAPRI has a shared drive that all employees can access. This shared drive is saved on the server and is encrypted and backed up by IT. Only business-related material should be saved on the shared drive. Employees working remotely are required to access the shared drive via CAPRI's Virtual Private Network (VPN).

J. SECURITY OF INFORMATION AND SYSTEM INTEGRITY

Employees must not share passwords with other employees or to others outside CAPRI. Employees must never access technology resources using another employee's ID and password.

Employees shall establish and maintain strong passwords to prevent malicious actors from guessing the password. Employees shall not reuse passwords across multiple accounts. Passwords shall not contain elements such as names, birthdays, street addresses, or pet's names. Passwords shall be a minimum of 8 characters long. For all sensitive business accounts, two-factor authentication will be enabled, if available.

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There may be an occasion where CAPRI will require a user's password in the process of providing support, troubleshooting assistance, or completing a work request. CAPRI will reset the user's account with a temporary password to complete the work. Users must change their password upon completion of the IT support task.

Although employees have passwords to access CAPRI's information technology systems, these technical resources belong to CAPRI, are to be accessible at all times by CAPRI, and are subject to inspections by CAPRI, with or without notice. CAPRI may override any applicable password or code to inspect, investigate, or search an employee's files and messages.

To avoid Internet threats, malicious emails, and spam that may contain viruses, or are phishing for confidential information, employees must adhere to the following when using email and the Internet:

1. Employees shall not open up emails that arrive anonymously, that have strange subject titles, or that contain multiple forwards. If employees are unsure about the safety or content of an email, they should consult with IT before opening the message.
2. Employees should not click on web links that are unfamiliar or sent by someone unknown, or click attachments in emails sent by someone unknown.
3. Employees should not download software from unknown sources.

4. Employees should not open or respond to spam. Common forms of spam include email messages that do not include your email address in the TO: or CC: fields. Many may also contain offensive language or links to inappropriate websites.
5. Employees should be extremely wary of emails asking for confidential information as these may be phishing attacks. Employees should confirm the authenticity of a suspicious request before responding in an email or providing any confidential information on a website.
6. In order to ensure the integrity of the information technology systems, IT will perform a twice-yearly health check on all computer systems. In addition, IT automatically updates workstations and servers with the latest Microsoft and antivirus software patches and updates.

However, employees should still notify IT of the following:

1. Anti-virus software protection is no longer functioning properly.
2. You suspect your system may be infected by a virus.
3. Receive notification of virus threat detected, even if the anti-virus software removed or cleaned the infected file(s).
4. Performance of the Internet and email systems is largely dependent upon the volume of traffic on these networks. Therefore, it is important for each employee to do their part to reduce congestion of these systems. This is especially important since many of our employees use systems hosted off site via the Internet in their daily activities. To reduce traffic, employees are directed to:

1. Email:

- a. Check email for unread messages daily and respond to email in a timely manner.
- b. Do not send or redistribute mass emails such as chain letters.
- c. Email should not be used as a filing or archive system. Archive important email messages to the appropriate archive file and delete unneeded messages in a timely manner.

2. Internet:

- a. Close Internet browser when not in use.
- b. Do not download or install application without Executive Directors approval.
- c. Do not install Yahoo or Google toolbars.
- d. Do not install, run, or utilize any type of instant messenger or chat applications.
- e. Do not download music.
- f. Do not run streaming media (TV, music, movies, etc.)
- g. Internet based radio is not allowed (such as Pandora, satellite radio, etc.)
- h. ~~Do not~~ Only access social networking sites such as ~~MyspaceX~~, ~~Instagram~~, Facebook, and YouTube for legitimate business purposes.
- i. Do not access pornographic or adult sites.

K. COPYRIGHTED MATERIALS

Employees should not copy or distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through email, within presentations, or by other means unless the employee has confirmed in advance from the appropriate sources that CAPRI has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by CAPRI, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to your manager software policy.

Employees are prohibited from installing software on any of the CAPRI's owned technical resource. Employees must contact the IT department and request to have the software installed. Involving the IT department ensures the software is compatible with current systems and the standards, license compliancy, and prevents the introduction of computer viruses.

Computer software is protected from the unauthorized copying and use by federal and state law. Unauthorized copying or use of computer software exposes CAPRI and the individual employee to substantial fines and exposes the individual employee to imprisonment. Therefore, employees must receive IT approval before loading personal software onto CAPRI's computer systems and may only copy software from CAPRI for personal use upon approval from IT. CAPRI will cooperate with the copyright holder and legal officials in all copyright matters.

L. CAPRI ISSUED DEVICES

CAPRI issued devices are intended to be for official CAPRI related business. It is recognized, however, that it is impractical to not include incidental personal use. Therefore, personal use is not prohibited, but CAPRI expects employees to exercise prudent judgment in keeping personal calls or other incidental uses to a minimum.

CAPRI issued equipment is the property of CAPRI and should be treated with the same level of care as any other CAPRI property or equipment. All CAPRI policies, especially those relating to employee safety and appropriate use of technology, must be followed. Failure to comply with this policy may result in requiring the employee to surrender his/her CAPRI issued wireless device and/or other disciplinary action. Please refer to the Employee Handbook and the Injury and Illness Prevention Program (IIPP) for more information.

CAPRI issued devices will be fully supported by CAPRI.

M. FALSIFICATION OF RECORDS

CAPRI strictly and expressly prohibits the falsification of employment application, personnel, time keeping, work orders, customer account information, injury report, or any other report, document or record pertaining to CAPRI employment, operations or compliance with any applicable laws.

N. SMOKING

Research has repeatedly demonstrated the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within CAPRI buildings, facilities, confined spaces, or in CAPRI vehicles. Those who smoke are requested to do so outdoors in designated smoking areas during regularly scheduled rest and meal periods. Extra care should be taken when working around combustible materials, or out in the field.

The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on CAPRI premises share in the responsibility of adhering to this policy. Likewise, all CAPRI employees are responsible for advising members of the public or other visitors who are observed smoking tobacco products on CAPRI property of CAPRI's policy on the matter. These individuals shall be asked by staff to refrain from smoking, and if the person fails to comply, the requesting staff member should then inform a member of the management staff.

O. DRESS CODE

At CAPRI, professional image is important and is maintained, in part, by the image that employees present to members, visitors, vendors, and others in our business. No one has a second chance at a first impression. Employees are expected to consistently utilize good judgment in determining dress and appearance on a daily basis. In choosing appropriate work attire, employees should consider tastefulness, public contact, the nature of the job, and working conditions. See guidelines below.

| Regular Days | |
|-----------------|------------------------|
| <u>Days</u> | <u>Dress</u> |
| Monday - Friday | Business Casual Attire |

| Special Situations | |
|---|--|
| <u>Situation</u> | <u>Dress</u> |
| Involved in Committee Meeting Interacting with Committee members. | Business Casual unless otherwise indicated |
| Offsite meetings, conferences, events, etc. | Business attire, casual attire or business casual attire as appropriate to the venue |

In all cases, the Executive Director will help employees determine what is considered appropriate attire for the particular situation. The following is offered as a general guideline:

1. Business Casual Attire: More formal than “casual attire”. (No t-shirts; shorts; tennis shoes; flip flops, or other inappropriate attire).
2. Casual Attire: Relaxed dress (not relaxed appearance). Jeans and less formal attire are acceptable; however, a professional appearance is required.
3. Business Attire: Generally, will include coat and tie for men and career attire for women (not flamboyant and not overly casual).

1. Non-Compliance

Employees who are inappropriately dressed may be sent home and directed to return to work in the proper attire. Non-exempt employees will not be compensated for the time away from work. Employees who violate CAPRI’s dress code policy and/or grooming standards will be subject to corrective action, up to and including discharge.

P. USE OF TOOLS AND EQUIPMENT

When using equipment or tools in performing tasks, employees are expected to exercise care and follow all operating and maintenance instructions, safety standards, and guidelines. No employee is to attempt to repair any equipment without the express authorization of the Executive Director or the IT service provider. Use equipment and tools only for the purpose for which they were designed. Do not attempt to operate any equipment or machine until properly trained on the correct use.

If any CAPRI equipment, machine, or tool is broken, malfunctioning, damaged, defective, or in need of repair, notify the employee responsible for the equipment. Prompt reporting of damage, defects, and need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive, or unsafe use or operation of tools or equipment, including their removal from CAPRI premises, can result in corrective action up to and including discharge.

Q. PRIVACY

CAPRI recognizes the need and expectation our employees have concerning their privacy rights. Therefore, it should be understood that records and information about employees is considered strictly confidential and only those that have a job-related need and CAPRI to know have a right to access and use such information only for operational purposes. Similarly, employees should avoid undue intrusion into the personal affairs of other employees with the exception of an appropriate investigation into an alleged act of misconduct by an employee. In these cases, the privacy of those employees being investigated, including potential witnesses, will be maintained to the highest degree possible.

Failure on the part of an employee to maintain the confidentiality and privacy of employee information can result in disciplinary action up to and including discharge.

R. VIOLENT BEHAVIOR

Violence is an increasing problem in our society and, unfortunately, it is spilling over into the workplace on a more frequent basis. CAPRI is committed to reducing the risk of such an occurrence in our facilities and all CAPRI worksites and sponsored events.

Violent behavior on the part of one employee against another employee, member district employee, customer or a guest to our facilities is unacceptable behavior and will not be tolerated. Any employee exhibiting such behavior may be disciplined up to and including immediate

termination. For purposes of this policy, “violent behavior” includes, but is not limited to, any act which would constitute assault (generally this is subjecting another person to an immediate apprehension of harmful or offensive touching), battery (generally this is any harmful or offensive touching of another) or stalking (generally this is following or harassing another person and placing that person in fear for his or her safety) under civil or criminal law, vandalism, or a credible threat of injury directed to another employee or his or her family or property. CAPRI reserves the right to decide in its discretion the facts of any alleged incident of such behavior and whether the facts constitute assault, battery, stalking, vandalism, or a credible threat.

If any employee believes he or she is or has been the victim of violent behavior in the workplace or by another employee or if any employee witnesses violent behavior in the workplace or against anyone, it is his or her duty to immediately report this to the Executive Director. CAPRI will undertake a thorough investigation and will take appropriate corrective action.

Sometimes violence occurs in the home or otherwise away from work and can severely impact an employee while he or she is at work. If any employee believes that he or she is the victim of violent behavior away from work, the employee is urged to inform his or her Executive Director or Board President so that CAPRI may attempt to help.

S. INVESTIGATIONS

As conditions warrant, it may be necessary for CAPRI to conduct an investigation into an alleged or suspected form of misconduct by an employee or other person. In these cases, employees should understand that CAPRI has a legal obligation to conduct, or have conducted, such investigations to ensure that the workplace remains efficient, safe, honest, respectful, ethical, legally compliant and in other ways professional at all times. Therefore, CAPRI has made the reporting of any suspected inappropriate act by any person, and cooperation with any resulting investigation, both an expectation and condition of employment. Any employee who has information concerning an act of misconduct, or believes that such an act may have occurred, is required to report all known information about the incident to the Executive Director or Board President promptly. Thereafter, employees should refrain from discussing the matter reported or under investigation with other persons. Under most circumstances, the results and outcomes of most investigations reported or affected by an act of misconduct shall be informed when the matter is resolved.

Failure to report a known or suspected violation of CAPRI’s policies, practices, procedures, or administrative directives, or violations of any law, is considered an act of dishonesty and will be subject to disciplinary action up to and including discharge.

S.I. DISCIPLINARY & OTHER CORRECTIVE ACTIONS

CAPRI expects all employees to observe professional behavior while at work. As with all businesses, CAPRI considers certain conduct unacceptable. It is not possible or practical to list every type of conduct that is unacceptable. In order to provide employees with some guidance concerning unacceptable behavior, the following are examples of conduct that shall not take place in the work environment:

1. Obtaining employment based on false or misleading information, falsifying information, or making material omissions in any CAPRI documents or records.
2. Theft or unauthorized removal of property from CAPRI's premises or the premises of a member that belongs to or is in the possession of CAPRI, another employee, a member, supplier, vendor, or visitor.
3. Loss, misappropriation or unauthorized use of money, credit, property, or equipment of CAPRI or belonging to another employee, a member, supplier, vendor, or visitor.
4. Dishonesty of any kind, including asking another employee to lie, withholding the truth from management, or falsifying time sheets or any CAPRI documents or files.
5. Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices or chemicals on CAPRI property.
6. Willful violation of any law, rule, or regulation (other than traffic violations or similar offenses) or pleading guilty to or being convicted of a felony or a misdemeanor that affects an employee's suitability for continued employment.
7. Engaging in any action on or off CAPRI premises that reflects unfavorably on the organization and its reputation, including criminal or illegal behavior of any kind;
8. Violation of CAPRI Policies of Conflicts of Interests and Confidentiality.
9. Malicious gossip and/or spreading rumors, engaging in behavior that creates discord or disharmony in the workplace, interfering with another employee on the job, or restricting work output or encouraging others to do the same.
10. Unsatisfactory attendance, excessive absenteeism, repeated tardiness, not being ready to work at the start of a workday, stopping work before end of the workday, or leaving work early, misuses of sick leave, including using sick leave under false pretenses;
11. Sleeping or malingering on the job.
12. Unlawful or unauthorized possession of alcohol or drugs while on duty or on CAPRI premises, or reporting to work under the influence of alcohol or drugs.
13. Negligence, horseplay, or any other action that endangers other people or CAPRI property or that disrupts work.
14. Violating any security rules or procedures.

- 15. Harassing, threatening, intimidating, or coercing any employee or another person, including violation of CAPRI's Policy against harassment.

U.F. DISCIPLINARY ACTION/PERFORMANCE IMPROVEMENT PLAN

The purpose of disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to correct for violation of CAPRI policies. The disciplinary process outlined below has been established to provide general guidelines for a fair method for disciplining employees.

Discipline may be initiated for various reasons, including, but not limited to, "improper conduct" as defined above, violations of CAPRI work rules, insubordination, or poor job performance. The severity of the action depends on the nature of the offense and an employee's record, and may range from verbal counseling, withholding merit pay, a reduction in base salary, or up to immediate dismissal.

V.U. SUSPENSION, DEMOTION, DISMISSAL

The Executive Director has right to:

1. Impose a suspension with or without pay upon an employee subject, demote the employee or dismiss the employee. Where applicable, the employee will be entitled to due process/hearing rights as established in *Skelly v. State Personnel Board* (1975) 15 Cal. 3d 194.

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SECTION 7 EMPLOYEE HEALTH AND SAFETY

A. DRUG AND ALCOHOL POLICY

Employees are the most valuable resource at CAPRI. For this reason, CAPRI has a critical interest in assuring the health, safety, and well-being of its employees and the maintenance of a safe and efficient work environment. With this in mind, all employees must report to work in a fit condition to perform their jobs safely and well.

The possession, use, or sale of controlled substances (such as marijuana, cocaine, heroin and other drugs) in the workplace is prohibited. Anyone under the influence of these substances poses an unacceptable risk. Likewise, being under the influence of alcohol (including beverages, mouthwash, medication, food, candy) in the workplace poses the same safety and production concerns and should be avoided.

Consistent with the Drug-free Workplace Act of 1988, all CAPRI employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace, anytime on duty, during rest or meal breaks, including and/or, while representing CAPRI or on the CAPRI premises.

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Executive Director. In some cases, the employee may be required to provide a written release from his/her doctor or pharmacist indicating that the employee can safely perform his/her work functions.

CAPRI has the right to restrict an employee's work activities while that employee is using prescribed or over-the-counter (OTC) medication. CAPRI may also require an employee on prescribed medication to take accrued time off or a leave of absence if employee safety, morale or production is at risk. In any case, no employee may report to work if he/she is impaired by the use of medication to the point the impairment might endanger the employee's safety or the safety of anyone else, pose a risk of significant breach of security, or substantially interfere with the performance of assigned job duties or the efficient operations of the CAPRI.

If there is ever a reason to believe an employee is unfit for work, he or she shall be relieved of duty at least for the remainder of the day and assisted in being safely transported from the premises.

Violation of this policy will result in corrective action up to and including discharge.

B. OCCUPATIONAL HEALTH & SAFETY / JOB INJURIES

CAPRI is dedicated to a goal of maintaining standards for the safety and health of its employees. As part of that goal, CAPRI is committed to providing employees with a work environment that is conducive to safe, effective, and productive job performance.

The Executive Director has been given the full responsibility to enforce the safe job procedures developed for each job function. However, prevention of injuries in our operation is only possible through a team effort doing everything possible to provide a safe working environment. We expect you and your fellow employees to do everything possible to avoid creating conditions that can result in injury to yourselves or others.

Employees are expected to follow all applicable safety procedures and when uncertain of the safe way to do the job, ask for help. We ask that you also inform your Executive Director of any perceived hazards, and we expect each employee to exhibit the same enthusiasm and pride in supporting our safety program that we do in providing the service that our customers expect from us. Let us work together to maintain a safe environment for all of us.

C. CODE OF SAFE PRACTICES / INJURY & ILLNESS PREVENTION PROGRAM

It is the policy of CAPRI to comply fully with all State and Federal safety laws that apply to our operations. To ensure the establishment and continuation of a safe and healthy work environment, CAPRI has adopted an Injury and Illness Prevention Program that will be part of each new employee's orientation and periodically reviewed with all employees. If you have any questions regarding the Injury and Illness Prevention Program, please contact the Executive Director. Caution, prevention, and notification will help to make our operation a safe place in which to work. Good health and well-being are of major concern. We strive to protect you and your co-workers.

D. WORKERS' COMPENSATION

All employees are covered for workers' compensation, effective the first day of employment. Workers' compensation provides employees and/or their beneficiaries with certain benefits in the event of a work-related illness, injury, or accidental death.

CAPRI pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the

illness or injury to either of CAPRI's Executive Director the day the injury or illness occurs or not later than 24 hours after the occurrence. Failure to do so could result in a delay of benefits.

All payments for lost wages or salary due to a legitimate work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims Executive Director or insurance carrier as required by law. Workers' compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about workers' compensation benefits, please contact either of CAPRI's Executive Director.

(CAPRI Provided Physician (also read Occupational Health and Safety under heading of Employee Health and Safety, Sec. B. 1.1))

CAPRI provides medical treatment for work-related injuries and illnesses through pre-determined clinics that provide medical care to injured employees. These clinics are selected due to their experience in treating work-related injuries.

Employees who are injured in a work-related accident will be referred to the designated clinic unless CAPRI has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the Executive Director prior to any injury.

1. Workers' Compensation Fraud

Employees and former employees may be encouraged by outside persons, including attorneys or other professionals, to file fraudulent workers' compensation claims. California law makes it a crime to knowingly file a false or fraudulent claim for workers' compensation benefits, or to knowingly submit false or fraudulent information in connection with any workers' compensation claim. Violation of this law is punishable by imprisonment of up to five years, a fine of up to \$150,000, or both. Filing a false or fraudulent workers' compensation claim is also a violation of CAPRI policy, and will result in corrective action, up to and including discharge.

CAPRI's policy is to investigate all questionable workers' compensation claims and to refer them to the Bureau of Fraudulent Claims.

E. GENERAL HOUSEKEEPING

It is every employee's responsibility to keep all work areas clean and trash free. This includes such items as the refrigerator, microwave and coffee maker. Please help in this regard by cleaning up and disposing of food, drink and trash properly at the end of each rest or meal period. Employees are responsible for the cleaning of the mugs, glasses, dishes and utensils that he or she uses. In general, it is for the safety and benefit of everyone that we keep our facilities and workstations clean and orderly. The result will be a work environment in which we all can take pride.

DRAFT

SECTION 8 MISCELLANEOUS POLICIES

A. CAPRI SPONSORED SOCIAL EVENTS

Participation in any off-duty CAPRI sponsored recreational, athletic, or social activity is strictly voluntary and is at the employee's own risk. CAPRI assumes no liability for any injury or accident arising out of any off-duty party, social event or recreational activity. It is important to remember that injuries or illnesses that may result from participation in a CAPRI sponsored recreational, athletic, or social activity are not covered by workers' compensation.

Employees are advised and expected to refrain from drinking alcoholic beverages or engaging in any other activity to the extent that it would cause him/her to be unfit for the safe operation of a motor vehicle, or to behave in an intoxicated or disorderly manner. Any employee who feels his or her driving skills or reaction times might be impaired, even a little, should not drive. Safe options include but are not limited to: taking a cab home, calling a friend or relative for a ride, asking another employee who has not been drinking alcohol for a ride home, or requesting the Executive Director to arrange transportation.

The behavior of all employees and their guests attending a CAPRI sponsored social event is expected to conform to the provisions in the Conduct Guidelines section in this Handbook.

B. MEDIA CONTACT / PUBLIC REQUESTS FOR INFORMATION

Information is not to be given to the media by a staff member. In the event the media makes contact, the staff member should request the name, phone number and the organization represented. The staff member should give that information to the Executive Director who will contact the media.

At CAPRI, we believe that each new employee is to be welcomed as a part of the team from day one. We seek to do everything to make the new employee's adjustment to the job and to the work environment as rapid and pleasant as possible. As a result:

1. All new employees will be given an orientation by the Executive Director that will help them learn to be successful employees in the organization as well as to learn safe work practices.
2. All new employees will be provided with the Employee Handbook to review and acknowledge.
3. All new employees may be required to take specific training to assist them in performing their job functions (i.e., Customer Service, Word Processing programs, Risk Management, etc.)
4. All new employees, depending on their position, may be required to receive specific training required by law (i.e., discrimination, harassment, ethics, etc.)

It is the policy of CAPRI to meet all Federal and State laws in reference to training of employees. Employees may be required through online training (Target Solutions) or through off-site training to periodically receive training as required by law (discrimination, harassment, workplace violence, Ethics, etc.)

It is the policy of CAPRI to meet the all Federal and State laws in reference to education and training of our employees.

Periodically, employees may be required to take job-related training programs that will enhance skills, and knowledge and maximize job performance (i.e., customer service training, word processing training, accounting training, workers' compensation claims handling, etc.). Employees that are required to enroll in certain academic/vocational courses or attend training programs will be reimbursed for their expenses.

APPENDIX A

**CALIFORNIA ASSOCIATION FOR PARK AND RECREATION INDEMNITY
CONFLICT OF INTEREST CODE**

(INSERT CURRENT COIC)

DRAFT

ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

All employees of CAPRI must read the attached Employee Handbook, then sign, date, and return this page to the Executive Director within two weeks of receipt.

Employee Name
(Please Print)

This will acknowledge that I have been given a copy of CAPRI (herein after "CAPRI") Employee Handbook. I understand that this Handbook supersedes all previous employee handbooks, written policies, oral and written agreements, procedures, manuals, and memoranda regarding the terms and conditions of my employment. I acknowledge that I am expected to read, understand, and adhere to CAPRI policies documented in this Handbook. I understand it is my responsibility to comply with the policies contained in this Handbook and any revisions made hereafter.

I understand that other than CAPRI's policy of at-will employment, the statements contained in the Handbook are not intended to create any contractual or other legal obligations of CAPRI. I further understand that CAPRI may revise, modify, supplement, or rescind any of the policies summarized in this Handbook without notice to me.

Employee Signature

Date

Agenda Item 3.3**DISCUSSION/ACTION ITEMS****SUBJECT: CAPRI Employee Market Range Adjustments**

BACKGROUND AND STATUS:

The development and retention of staff is critical to CAPRI's ability to achieve its mission and goals and, thus, remains a focus of the organization.

The CAPRI Employee Handbook is instructive on a number of Staff Development items including staff compensation – an important element of development as it serves CAPRI's ability to recruit and retain quality employees.

Specifically, the CAPRI Employee Handbook includes a section entitled "**Ranges and Market Range Adjustments**" which is reproduced in part below.

SECTION 3 COMPENSATION AND TIMEKEEPING

A. PERFORMANCE INCENTIVE PAY PLAN**1. Ranges and Market Range Adjustments**

Employees will have an established pay range consisting of a minimum, midpoint, and maximum.

Periodically, the Executive Director will bring back to the Board of Directors a request to consider whether a market range adjustment is warranted, and if declared, a percentage increase will be applied to the midpoint of the range, and the top and the bottom of the range will be set around the midpoint to maintain the appropriate range width. A market range adjustment does not increase an employee's pay unless the employee's base salary would otherwise be below the established minimum for the range.

a. Base Salary

The minimum amount of salary that an employee receives is identified as "base salary". Base salary must be at least at the bottom of an employee's pay range and may not exceed the top of the range. Base salary adjustments may be made at the discretion of the Executive Director based upon performance and budgetary constraints. Generally, base salary increases will be effective at the beginning of each fiscal year. Exceptions will be made for new employees with less than one-year experience in their current position.

b. Board of Directors' Role

The Board of Directors and Executive Director will do the following:

- I. Periodically, based on recommendations from the Executive Director and Personnel Sub-Committee, the Board of Directors will consider market range adjustments that, if declared, will adjust the minimum, mid, and maximum points of salary ranges. A market range adjustment does not automatically increase an employee's base salary unless the minimum range is higher than the base salary.
- II. Annually (during the budget process), the Board of Directors may provide for a percentage of base salary increase.

c. Executive Director's Role

Annually (during the budget process), the Executive Director shall determine the amount, if any, of each employee's base salary adjustment.

In advance of the annual budget process, the Executive Director believes this to be the appropriate time to review and consider updates to salary ranges per policy. As such, this Action Item would propose to establish current pay ranges for the following positions: Executive Director, Director of Administrative Operations, Safety Analyst, and Administrative Assistant. The current ranges are as follows:

| Position | Salary Range (Annual) |
|--------------------------|-----------------------|
| Executive Director | \$165,410 - \$233,790 |
| Administrative Analyst | \$80,750 - \$109,250 |
| Safety Analyst | \$80,750 - \$109,250 |
| Administrative Assistant | \$17/hour - \$23/hour |

Staff will be prepared to further discuss this item at the Meeting.

RECOMMENDATION:

Recommend that the proposed Market Range Adjustments to the Staff pay ranges be adopted by the CAPRI Board of Directors.

REFERENCE MATERIALS ATTACHED:

None.