



**COMMUNITY FOUNDATION FOR MONTEREY COUNTY
PERSONNEL POLICIES HANDBOOK**

APPROVED

TBD

**This Employee Handbook replaces and supersedes all prior Community
Foundation for Monterey County Handbooks**

The official version of this Personnel Policies Handbook is maintained by the Vice President of Finance and Human Resources

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I. Introduction

This Handbook is designed to acquaint employees with the Community Foundation for Monterey County (“CFMC”) and provide them with information about the working conditions, employee benefits, and policies affecting their employment. You should read, understand, and comply with all provisions of the Handbook. It describes many of your responsibilities as an employee and outlines the program developed by the CFMC to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Except for the statement of at-will employment contained in this Handbook, the policies and practices set out in this Handbook are not intended to imply a contractual relationship, nor are they intended to create any legally enforceable obligations on the part of the CFMC, its officers, directors or employees. This Handbook supersedes and replaces all previous personnel policies, practices, guidelines, and prior Handbooks.

With the exception of its policy of at-will employment and those policies compelled by law, the CFMC may change the policies and procedures described in this Handbook from time to time and in its own discretion. No individual has the authority to alter the at-will nature of the employment relationship, or to enter into any employment agreement for a specified term, other than the President/CEO, at the direction of the Board. Any such modification must be in writing and signed by the President/CEO, Board Chair, and affected employee or the employee’s representative.

This Handbook is not intended to interfere with employees’ rights to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with any other rights protected under the National Labor Relations Act.

II. At-Will Employment

All employment at the CFMC is “at-will.” This means that any employee is free to terminate their employment with the CFMC at any time, with or without a reason and with or without advance notice. Also, the CFMC has the right to terminate any employee at any time, with or without a reason and with or without advance notice. The terms of employment may be changed at any time with or without cause. Although the CFMC may choose to terminate an employee for cause, cause is not required. This is called “at-will” employment.

No change in the at-will status of any employee can be made without a written agreement endorsed by the Board of Directors and signed by the President/CEO, Board Chair, and the employee or the employee’s representative expressing a clear and unambiguous intent to alter the at-will nature of the employment relationship.

III. Equal Employment Opportunity

CFMC is an equal opportunity employer. In accordance with applicable law, and in order to provide equal employment and advancement opportunities to all individuals, employment decisions at the CFMC will be based on merit, qualifications and abilities. Employment practices will not be influenced or affected by an applicant's or employee's actual or perceived: race (including, but not limited to, hair texture and protective hairstyles with protective hairstyles including but not limited to, such hairstyles as braids, locks, and twists), religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), reproductive health decision making, gender identity (defined as each person's internal understanding of their gender or perception of a person's gender identity, which may include male, female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender), and gender expression (defined as a person's gender-related appearance or behavior, or the perception of such appearance or behavior, whether or not stereotypically associated with the person's sex assigned at birth, including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 and over), sexual orientation, military and veteran status, reproductive health decisionmaking (defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health), and any other consideration protected by federal, state or local law (collectively referred to as "protected characteristics").

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee.

CFMC allows employees to self-identify their preferred gender, name and/or pronoun, including gender-neutral pronouns. CFMC will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, CFMC will identify the employee in accordance with the employee's current gender identity and preferred name.

CFMC will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. CFMC also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion.

If you have any questions regarding this policy, please discuss them with the Vice President of Finance and Human Resources.

A. Accommodations

The CFMC will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified individual who is an applicant or an employee unless undue hardship to the CFMC would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should inform their supervisor and request an accommodation. The CFMC and the individual with the disability will engage in an interactive process and discuss what types of accommodations are needed to perform the job. If the CFMC can identify an accommodation that is reasonable and will not impose an undue hardship, the CFMC will make the accommodation.

B. Prohibited Discrimination, Harassment, Retaliation and Abusive Conduct

CFMC is committed to providing a work environment that is free of unlawful harassment and discrimination based on any protected characteristics. As a result, CFMC maintains a strict policy prohibiting sexual harassment and harassment and discrimination based on any legally-recognized basis, including, but not limited to, their actual or perceived race (including, but not limited to, hair texture and protective hairstyles with protective hairstyles including but not limited to, such hairstyles as braids, locks, and twists), religious creed (including religious dress and religious grooming), color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status (including registered domestic partnership status), sex and gender (including pregnancy, childbirth, lactation and related medical conditions), reproductive health decision making (defined as a person's decision to use or access a particular drug, device, product, or medical service for reproductive health), gender identity (defined as each person's internal understanding of their gender or perception of a person's gender identity, which may include male, female, neither male nor female, a gender different from the person's sex assigned at birth, or transgender), and gender expression (defined as a person's gender-related appearance or behavior, or the perception of such appearance of behavior, whether or not stereotypically associated with the person's sex assigned at birth, including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify), age (40 or over), sexual orientation, military and veteran status, immigration status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States. All such harassment and discrimination is prohibited.

This policy applies to all persons involved in our operations, and prohibits harassment and discrimination by any applicant for employment, employee, intern, or volunteer of the CFMC, including co-employees, vendors, subcontractors, independent contractors, board members, and any other individuals doing business with the CFMC and prohibits harassing and discriminatory conduct by any employee or third party, including

nonsupervisory employees, supervisors and managers. If such harassment or discrimination occurs on CFMC's premises or is directed toward an employee or a third party interacting with CFMC, the procedures in this policy should be followed.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. Sexual harassment can occur between any individuals, including harassment of women by men, of men by women, and same-sex and gender-based harassment. An employee who engages in unlawful harassment may be personally liable for harassment even if CFMC had no knowledge of such conduct.

This policy prohibits discrimination and harassment in the form of sexual favoritism, which occurs when individuals are qualified for, but are denied, an employment opportunity or benefit because the person who received the employment opportunity or benefit submitted to sexual advances or requests, and the person denied the same benefit or opportunity did not. Favoritism or preferential treatment in the terms and conditions of employment based on sexual conduct, sexual attraction, appearance, and/or physical characteristics or attributes is also prohibited.

This policy also prohibits harassment and discrimination in the form of sex stereotyping. As used in this policy, the term “sex stereotype” means an assumption about a person’s appearance or behavior, or about an individual’s ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual’s sex.

This policy prohibits discrimination and harassment against an individual who is transitioning, has transitioned, or is perceived to be transitioning. “Transitioning” in this context refers to a process some transgender people go through to begin living as the gender with which they identify, rather than the sex assigned to them at birth.

Other Types of Harassment and Discrimination

Harassment and discrimination on the basis of any legally protected classification is prohibited. Prohibited harassment and discrimination may include behavior similar to the illustrations above pertaining to sexual harassment. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual’s protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification; and
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual’s protected status.

Abusive Conduct Prevention

It is expected that CFMC and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of management’s expectations, during work times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would

find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance. All such abusive conduct is prohibited by the CFMC.

Protection Against Retaliation

Retaliation is prohibited against any **person** by another employee or by CFMC for using the complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure

If you believe that the comments, gestures, or conduct of any co-employee, officer, board member, or any other person doing business with or for the CFMC are harassing, discriminatory, retaliatory, or constitute misconduct in violation of this policy, you are required to report the facts of the incident to the Vice President of Finance and Human Resources or the President/CEO. Your report may be verbal or written and should include details of the incident or incidents, names of the individuals involved and names of any witnesses. No adverse action will be taken against an employee who makes a report or cooperates in the investigation of a report of harassment, discrimination, retaliation, or abusive conduct. It is the responsibility of each employee to promptly report any violation or suspected violation of this policy to the Vice President of Finance and Human Resources or the President/CEO.

No adverse action will be taken against an employee who makes a report or cooperates in the investigation of a report of harassment, discrimination, retaliation, or abusive conduct. It is the responsibility of each employee to promptly report any violation or suspected violation of this policy to the Vice President of Finance and Human Resources or the President/CEO.

The CFMC's policy is to have a qualified individual promptly conduct a thorough, objective and complete investigation of the complaint and provide all parties appropriate due process. The CFMC will document and track the investigation to ensure reasonable progress. At the conclusion of its investigation, the CFMC will attempt to determine whether unlawful harassment, discrimination, retaliation, or abusive conduct has occurred. If appropriate, the CFMC will, as promptly as possible, communicate its findings to the accused, and the remedial action (if any) to be taken, to the complainant, and, when appropriate, to other persons who are directly concerned. The CFMC will keep the complaint and investigation confidential to the extent possible.

If it determines that harassment or discrimination has occurred, the CFMC will take remedial action commensurate with the severity of the offense. This action may include disciplinary action against the accused up to and including termination. Steps will be

taken, as necessary, to prevent any further harassment and discrimination. No individual will suffer any reprisals or retaliation for reporting any incidents of harassment or discrimination, perceived harassment or discrimination, for making any complaints of harassment or discrimination, or for participating in any investigation of incidents of harassment or discrimination or perceived harassment or discrimination.

The CFMC encourages all employees, interns and volunteers to report any incidents of harassment and discrimination forbidden by this policy immediately so that complaints can be investigated and resolved. You should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency website at www.eeoc.gov or <https://calcivilrights.ca.gov/>.

Training

In keeping with our commitment to a harassment free environment, CFMC will comply with all applicable rules and regulations regarding the training of employees. In addition, the CRD's sexual harassment prevention online training course is available at <https://calcivilrights.ca.gov/shpt/>

C. Whistleblower Policy and Procedures

General

The Community Foundation for Monterey County ("Foundation") is committed to lawful and ethical behavior in all of its activities and requires its officers, directors, volunteers, and employees to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

The objectives of the Foundation's Whistleblower Policy are to establish policies and procedures to:

- prevent or detect and correct improper activities;
- encourage each Foundation officer, director, employee and volunteer (reporting individual) to report what he or she in good faith reasonably believes to be a violation of law or policy or questionable accounting or auditing matter by the Foundation;
- ensure the receipt, documentation, retention of records, and resolution of reports received under this policy;
- protect reporting individuals from retaliatory action.

Reporting Responsibility

Each reporting individual has an obligation to report what he or she has reasonable cause to believe is a violation of state or federal statute or a violation of or noncompliance with a local, state or federal rule or regulation, or a violation of a Foundation policy or any questionable accounting or auditing matter by the Foundation, its officers, directors, employees, volunteers, agents or other representatives. Reporting individuals must also

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notify the Foundation if an action needs to be taken in order for the Foundation to be in compliance with law or policy or with generally accepted accounting practices.

The types of concerns that should be reported include, for purposes of illustration and without being limited hereto, the following:

- providing false or misleading information on the Foundation's financial documents, grant reports, tax returns or other public documents;
- providing false information to or withholding material information from the Foundation's auditors, accountants, lawyers, directors or other representatives responsible for ensuring Foundation compliance with fiscal and legal responsibilities;
- embezzlement, private benefit, or misappropriation of funds;
- material violation of Foundation policy, including among others, confidentiality, conflict of interest, whistleblower, ethics and document retention;
- discrimination based on race, color, religion, sex, sexual orientation, national origin, age, disability, or any other characteristic protected by state and federal law;
- violation of Federal, California, or local laws, rules, or regulations;
- facilitation or concealing any of the above or similar actions.

No Retaliation

This Whistleblower Policy is intended to encourage and enable officers, directors, volunteers, and employees to report serious concerns about the Foundation's compliance with applicable laws or policies without concern of retaliation for making such reports. Reporting individuals are encouraged to report such concerns within the organization to a person with authority over the reporting individual (a "Supervisory Person") for that Supervising Person to investigate and take appropriate action, including reporting the concerns to the President/CEO or the chair of the Executive Committee. This policy is also intended to protect a reporting individual from retaliation for disclosing information to government or law enforcement agencies that the reporting individual has reasonable cause to believe constitutes a violation of state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

With this goal in mind, all reporting individuals who, in good faith, and with reasonable cause, report a concern or disclose information shall be protected from retaliation and shall not be threatened, discriminated against or otherwise subject to adverse employment consequences as a result of such report or disclosure. A good faith report, concern or complaint is fully protected by this Whistleblower Policy, even if the conduct or activity reported is, after investigation, not substantiated.

Moreover, an officer, director, volunteer or employee who retaliates against someone who, in good faith, and with reasonable cause to believe that a violation of law or policy has occurred has reported such matter or disclosed information to a government or law enforcement agency is subject to discipline up to and including dismissal from their position or, in the case of an employee, termination of employment.

Reporting Retaliation

If a reporting individual believes he or she has been subjected to retaliation as a result of making a report in good faith with reasonable cause to believe the activity reported was appropriate to be reported or disclosing information in good faith that the reporting individual had a reasonable belief should be disclosed, the reporting individual should immediately report such alleged retaliation to the President/CEO or the chair of the Executive Committee or the Board chair. Reports of alleged retaliation will be promptly investigated in a manner intended to protect confidentiality, consistent with a thorough and fair investigation.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a serious violation of law or policy, or a material accounting or auditing matter. The act of making an allegation that is made maliciously, recklessly, with gross negligence, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the reporting individual's position or termination of employment.

Reporting and Submitting Concerns

A reporting individual may submit concerns to his/her Supervising Person or to the President/CEO or directly to the chair of the Executive Committee. If the reporting individual is not comfortable reporting to any of these individuals or if he/she does not believe the issue is being properly addressed, the reporting individual may report directly to the Board chair.

Concerns may be submitted anonymously. Because it is impossible to seek additional information from a reporting individual about anonymous reports, it is essential that such reports contain as much specific information as possible.

In addition, the Foundation shall not prevent an employee from disclosing information to a government or law enforcement agency or from providing information or testifying before any public body conducting an investigation, hearing or inquiry, if the employee has reasonable cause to believe that the information he or she will provide discloses a violation of, or noncompliance with, a local, state or federal law. A reporting individual who discloses such information shall also be protected from retaliation as a result of such disclosure.

Handling of Reported Violations

The Foundation will investigate all reports filed in accordance with this policy with due care and promptness. A reporting individual should first report his/her concerns to his/her Supervising Person. If the reporting individual is not comfortable reporting to his/her Supervising Person, the reporting individual shall report such concerns to the President/CEO or to the chair of the Executive Committee. Matters reported to a Supervising Person without initial resolution will be investigated by the President/CEO of the Foundation to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The President/CEO may

assign the investigation to the Foundation's "Compliance Officer" who shall be responsible for arranging for or conducting an investigation and issuing a full report on all matters raised under this policy. The report shall be provided to the President/CEO and to the Executive Committee. The Executive Committee may conduct a further investigation upon receiving the report.

For matters reported directly to the Executive Committee chair or to the Board chair, the Executive Committee or Board secretary shall promptly (generally within five business days) acknowledge receipt of the complaint to the reporting individual if the identity of the reporting individual is known, and conduct an investigation, either directly or by assigning the task to the Compliance Officer, to determine if the allegations are true and whether the issue is material and what, if any, corrective action is necessary. The Executive Committee shall have the obligation of overseeing that appropriate corrective action is taken if warranted.

Authority of Executive Committee

The Executive Committee shall have full authority to investigate concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the Committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

Confidentiality

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the Foundation cannot guarantee complete confidentiality. Disclosure of information relating to an investigation under this policy by Foundation staff, directors, or others involved with the investigation to individuals not involved in the investigation will be viewed as a serious disciplinary offense and, with respect to Foundation employees, may result in discipline, up to and including termination of employment.

IV. Employment Policies

A. Immigration Law Compliance

We are committed to full compliance with federal immigration laws and will not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986:

New employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Required documentation must be presented within 72 hours of a new employee's first report to work. Failure to present documentation within 72 hours will preclude the employee from returning to work without the required documentation.

Existing employees whose I-9 requires recertification, re-verification or update are required to provide documentation in a timely manner; failure to do so has disciplinary consequences, up to separation of employment.

Former employees who are rehired must also complete the form if they have not completed an I-9 with the CFMC within the past three years, or if their previous I-9 is no longer retained or valid.

If you cannot verify or re-verify your right to work or continue to work in the United States, the CFMC may terminate your employment as required by applicable law.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal by the CFMC.

B. Drug Free Workplace

The CFMC recognizes the importance of maintaining a safe, efficient and healthful work environment for its employees. The CFMC is committed to providing its employees a safe, efficient, and productive work environment. In keeping with this commitment, the CFMC has adopted this policy to ensure that employees perform their duties safety, efficiently, and in a manner that protects their interests as well as those of co-workers and visitors. Being under the influence of any drug and/or alcoholic beverage on the job poses serious risks to employee health and safety. The CFMC has therefore adopted a strict policy regarding the use or possession of drugs or alcohol. There are two components to this policy. The first explains prohibited conduct. The second explains methods of detecting inappropriate drug or alcohol use.

1. Prohibition Against Drugs and Alcohol. The CFMC absolutely prohibits any use, sale, purchase, transfer or possession of any illegal or nonprescribed drug by its employees while on duty, or on the job at any location. In addition, it strictly prohibits employees from being under the influence of alcohol and/or any drug while on duty or performing the CFMC's business. Legally prescribed medications are excluded from this rule and permitted only to the extent that the use of such medications does not adversely affect the employee's work ability, job performance or the safety of that individual or others.

All employees must adhere to the rules stated in this policy. Any violation of this policy may result in disciplinary action, up to and including termination of employment. *This policy will not be construed to prohibit the modest use of alcohol at social or business functions on the CFMC premises, or at events hosted by the CFMC.*

2. Policy Enforcement. In order to promote a safe, productive and efficient workplace, the CFMC reserves the right to inspect desks, boxes, vehicles, packages, lunch boxes, containers, and other objects brought onto the CFMC property that might conceal alcohol and/or drugs.

C. E-Mail, Voice Mail, Internet, and Social Media

The CFMC maintains a voice mail system, an electronic mail (e-mail) system, stationary and transitory computers, and numerous Internet-connected terminals to assist in

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conducting the business of the CFMC. These systems, including hardware, software, equipment and the data stored in the system, are and remain at all times the property of the CFMC whether such systems are located in your home, at a remote location, or in the office. As such, all messages created, sent, received or stored in the system as well as all information and materials downloaded in to the CFMC's computers are and remain the property of the CFMC.

You are required to demonstrate professionalism in all communications, including voice mail and e-mail. Our clients, business associates, and the community expect error free, professional communications. Messages should be limited to the conduct of business at the CFMC. Voicemail, electronic mail, and the Internet may not be used for the conduct of personal business. Employee use of the Internet for reasons unrelated to the CFMC's business is a violation of this policy.

The CFMC reserves the right to retrieve any messages composed, sent, received, or downloaded. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore ultimate privacy of messages cannot be ensured to anyone. Further, the CFMC reserves the right to monitor, at any time, your Internet usage including the Web sites that you have accessed, and any information that you may have downloaded. Employees may not use the CFMC's computer network to access or participate in any websites that contain inappropriate content, including indecent or sexually oriented materials, gambling, or any other material that is not work related. Employees are not to disclose information concerning the CFMC's business operations, confidential and proprietary information, or clients on the Internet. Employees are not permitted to use the CFMC's computer network to sign on-line "guest books" or to post information on websites such as news groups or blogs, that are not work related. While voice mail, electronic mail, and Internet may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Someone other than the recipient may review messages and downloaded data. The CFMC must know all passwords because of its ownership of all components and systems, and its monitoring of e-mail, voice mail, and Internet use. Additionally, your system may need to be accessed by the CFMC when you are absent.

Messages and downloaded data may not contain content that may reasonably be considered harassing, discriminatory, offensive, or disruptive to any employee. Offensive content would include, but would not be limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, disability, or any other characteristic protected by state or federal law.

Nothing in this policy is intended to interfere with employees' right to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with their right to self-organize or join labor organizations or any other rights protected under the National Labor Relations Act.

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All mail delivered to the CFMC, regardless of how it is addressed, will be opened prior to placing in individual mailboxes. The only exceptions will be correspondence from legal firms, the EDD and Employers Insurance, which may include confidential personnel information, and routine invoices.

Employees learning of any misuse of the voice mail or electronic mail system or the Internet or violation of this policy shall notify their supervisor immediately.

Purpose of Social Media

Transparency and the open exchange of ideas through collaboration and partnership is a fundamental value to the work of the CFMC. The CFMC recognizes social media as a significant and growing avenue to further community relations and engagement in an open, honest and networked way.

Social media forums can help to expand communications and networking between the CFMC and its constituencies and stakeholders. The employee usage policy is written as an outline of best practices for handling social media on professional terms. The purpose of specifying responsibilities and expectations is to protect the CFMC, its stakeholders and its employees.

Social Media Objectives

The goal of social media is to create more accessibility and build on old and new relationships. Successful use of social media channels will:

- Raise the visibility of the CFMC through networked communication
- Build and reinforce the brand
- Cause the CFMC to become a part of online conversations among stakeholders including nonprofits, funders and community at large
- Promote organizational transparency
- Offer a mechanism for feedback, input and overall engagement
- Increase traffic to the CFMC website

CFMC Social Media Channel Overview

The CFMC has a “keep it simple” approach with a short list of carefully considered social media tools. Currently the CFMC is part of the following social channels: Facebook, Youtube, Twitter, Flickr and LinkedIn. Each of the social media networks fulfills a particular purpose as follows:

CFMC Facebook Page: <http://www.facebook.com/cfmco>

The corporate Facebook page contains general information about the CFMC.

On a daily basis (weekdays), the page offers news, photos and summaries on the CFMC activities, events and links to resources relevant to nonprofits, our grantees or philanthropy in general. The page is a forum for the CFMC’s relationship building, outreach and news as well as questions and feedback from our participating constituencies on all of the CFMC related efforts.

YouTube Account: www.youtube.com/cfmontereycounty

The corporate Youtube channel is used to post videos that tell the CFMC story by sharing footage of the CFMC-related events, ideas, people and places. It may include non-CFMC generated videos about topics of interest to supporters and nonprofits.

Twitter: <http://twitter.com/cfmco>

The corporate twitter account is a listening post linked to areas of interest to the CFMC (i.e. keywords such as grantmaking, community foundations, philanthropy and Monterey County).

It is also a channel to share the CFMC (and other relevant) news and resources with followers, give timely responses to the CFMC “mentions,” and a way to share and receive timely feedback and input on issues of concern.

LinkedIn: <http://www.linkedin.com/company/community-foundation-for-monterey-county>

The CFMC has a corporate page primarily for networking as part of our online presence. Individual employees are encouraged to create and maintain their own personal LinkedIn page and include the www.cfmco.org website on their profiles and list the CFMC as an employer.

Instagram: www.instagram.com/cfmco/

The corporate Instagram account is used to post images and videos that tell the CFMC story. On a daily or near-daily basis (primarily weekdays), the page offers photos, videos, links and general information updating followers on CFMC activities and events. We also share resources and non-CFMC generated content relevant to nonprofits, our grantees, donors or philanthropy in general.

Guidelines for Employee Use Expectations

Social media networking is becoming a key aspect of organizational representation and brand presence. The Director of Communications directs the social media strategy at the CFMC with approval from the President/CEO. **Staff is encouraged (but not mandated) to:**

Listen – Visit the CFMC social media channels to observe what is being discussed.

Engage – Participate in *work-related* networking through social media from personal accounts at work (provided that it does not interfere with other job responsibilities). Staff are encouraged to like, comment and share Facebook posts, for example.

Generate Content – Be mindful of opportunities for the CFMC contents in the course of your work. Share suggestions about relevant news, photos or videos for the CFMC channels to Director of Communications. The Director of Communications determines the administrators for social media channels.

Employee Responsibilities for All Social Media Use

All employee activities and participation in work-related social media (personal *or* professional channels) must honor current personnel policy and the following guidelines:

The CFMC acknowledges that Facebook and other social media channels are interactive and may give way to dialogue that is sometimes negative or critical. Positive and negative comments that are within context will remain posted. However, if content is offensive, obscene, or entirely out of context, it will be removed at the discretion of the Director of Communications.

Understand Confidentiality and Information Sharing

All social media communications are to be consistent with the CFMC's existing privacy and disclosure policies. **It is never appropriate to discuss information about donors, staff, or proprietary internal organizational issues without the permission of the Director of Communications and/or President/CEO.**

Determine and Update your Privacy Settings

Since posts, likes and comments will link back to your individual Facebook page, be sure to **stay informed** or ask for help with your privacy and group settings. You can determine which of your posts go to which groups.

Be Yourself

We recognize personality is part of the engagement process. Please keep in mind that our goal is that the CFMC brand will be enhanced through all communications.

Offer Positive Representation

All social media engagement related to the CFMC will eventually become a part of the organization's brand reputation. Therefore, as a representative of the CFMC, **always communicate as you would with any board member, grantee or donor to see as it is a public and permanent communication.**

Define Your Role

As a representative of the CFMC, please identify yourself and role within the CFMC. This responsibility is more specific to views/opinions and is important to maintain transparency.

Leave Politics at Home

The CFMC values and respect diverse ideas. Yet, the CFMC must remain politically and ideologically neutral in our commitment to being inclusive. Please refrain from lobbying activities or political campaigning while communicating in a professional capacity. Also, remember that "causes" can sometimes be politically sensitive and therefore necessitate approval if you are affiliating them with the CFMC.

Collaborate and Support

If you are uncertain or need guidance just ask. Social media is a collaborative effort; therefore, **supporting colleagues and idea sharing are essential.**

Find Balance

Online social media time at work should not exceed 1 hour per week. This translates to roughly ten to fifteen minutes per day to check and comment on the CFMC channels or share the CFMC content to your own channels.

Distinguish Work from Play

Social networking at work should be performed in a professional capacity. Please do not use work email or social media to forward jokes, legends, commercial offers and the like.

Nothing in this policy is intended to interfere with employees' right to participate in concerted activity such as communicating with their co-workers regarding their wages, hours, or terms and conditions of employment, or with their right to self-organize or join labor organizations or any other rights protected under the National Labor Relations Act.

D. Definition of Employee

1. Employee

For purposes of these Personnel Policies, an "employee" is defined as a person hired to work for the CFMC at an hourly or salaried rate of pay for all duties performed.

Employees will be paid through the normal pay process discussed in these policies, will have an assigned working area within the CFMC office spaces, and will perform their work under the ultimate control of the CFMC. The President/CEO is authorized to hire and terminate all employees.

2. Exempt and Non-Exempt Classification

There are employment classifications that determine your employment status and benefits eligibility, though these classifications do not guarantee employment for any specified period of time. Your position is designated as either non-exempt or exempt from federal and state wage and hour laws. Employees in non-exempt positions are entitled to overtime pay as specified by federal and state law and other provisions of federal and state wage and hour laws. Employees in exempt positions are excluded from overtime and other specific provisions of federal and state wage and hour laws. "Nonexempt staff" must comply with the overtime pay provisions of California's overtime provisions, regardless of individual titles or duties. Any employee who does not meet the qualifications for exemption is classified as non-exempt. You will be advised of the exempt or non-exempt status of your position upon hire. If you have questions regarding your status, please consult your supervisor.

E. Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed

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below, please be sure to notify the Vice President of Finance and Human Resources as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Personal cell phone number
5. Person to call in case of emergency
6. Change of beneficiary
7. Military or draft status
8. Exemptions on your W-4 tax form

Personnel files are the property of the CFMC and access to the information they contain is kept confidential. Generally only members of management of the CFMC, who have a legitimate reason to review information in a personnel file, are allowed to do so. If you wish to review or receive a copy of your own personnel file, you may do so with reasonable advance notice, and in the presence of authorized management personnel.

A copy of your personnel file will be made available within 30 days of the employees written request. A copy of your itemized wage statements will be provided upon request and with 21 days' notice.

F. Transportation

CFMC employees are not permitted to transport more than nine passengers in a vehicle, ten including the driver, unless they have a current Class B license and medical card as required by the DMV. If an event requires transporting more than nine passengers, arrangements must be made with a commercial transportation company.

G. Problem Solving

In any workplace, there are bound to be problems that arise in the course of employment.

Such problems may concern working conditions, the interpretation or application of policies and procedures or any other matter related to your employment. We welcome your suggestions and encourage you to bring concerns about your wages, hours and working conditions directly to your supervisor, the Vice President of Finance and Human Resources, or the President/CEO. This policy is not intended to interfere with your right to participate in concerted activity such as communicating with your co-workers regarding wages, hours, or terms and conditions of employment, or with your right to self-organize or join labor organizations or any other rights protected under the National Labor Relations Act. Efforts will be made to provide you with the opportunity to raise concerns or problems in confidence.

All employees, including those employees involuntarily terminated, have access to the problem-solving procedures. We want to encourage employees to address and attempt to resolve problems as quickly as possible. There are two main steps in the problem solving procedure, and most problems are resolved at one of these steps.

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Informally discuss problems or complaints with your immediate supervisor* with a serious attempt to resolve the situation at that level. If after discussion, the problem or complaint is not resolved, and you wish further review,

Submit a written statement of the problem to your immediate supervisor* for further review, discussion and attempt to solve the problem or complaint. The written statement is considered a formal complaint. (A form is available from the Vice President of Finance and Human Resources.)

If the problem or complaint is not resolved upon formal notification to your supervisor, a member of the management team may get involved to work with you and the supervisor to resolve the conflict or problem. In the event that the problem is not resolved through this problem-solving process, the President/CEO will make a decision. This decision will be binding and final.

In the event the problem or complaint involves a client, guest, visitor, vendor or any other non-employee, your supervisor should be immediately advised.

The problem-solving procedure outlined above is intended to encourage open communication and improve working conditions. However, the procedure outlined above does not alter the at-will nature of your employment with the CFMC, and either you or the CFMC can terminate the employment relationship at any time without using or completing the CFMC's problem solving procedure.

This procedure, which the CFMC believes is important for both the employee and the CFMC, cannot result in every problem being resolved to the employee's satisfaction. However, the CFMC values input from its employees, and employees should feel free to raise issues of concern, in good faith, and without fear of retaliation.

** The CFMC encourages all problems to be handled according to the above policy but recognizes that there may be times when the employee is not comfortable talking with the employee's immediate supervisor. If at any time, you feel uncomfortable discussing a problem or complaint with your immediate supervisor; please understand that you are able to address these concerns or problems with the Vice President of Finance and Human Resources or the President/CEO.*

V. Standards of Conduct

A. Confidentiality

1. Contacts

A community foundation is by nature a community organization. Staff members are expected to have many contacts - with donors, community leaders, government officials, grant applicants, grantees and a broad range of citizens involved in and knowledgeable about community issues. In order for the CFMC to be perceived as a legitimate leader in

community affairs, staff members must consider in each contact how their actions and statements represent the CFMC.

The President/CEO is responsible for all press releases to news media. All inquiries from communications media (press, radio, television, etc.) are to be referred to the President/CEO or designated personnel. No statement regarding the organization, its policies, employees, grantees, donors, Board, etc. is to be released verbally or in writing without specific written authorization from the President/CEO.

2. Confidential Information

The protection of confidential, sensitive, and proprietary information is of utmost importance to the CFMC, its employees, and its clients. It is essential that all employees take steps to safeguard such information. Employees must not use any confidential, sensitive, or proprietary information in any manner that is unauthorized, or that is detrimental to the best interests of the CFMC or its clients.

Through the course of employment, the CFMC employees may have access to and become acquainted with information of a confidential, sensitive and/or proprietary nature. The information may pertain to past, present or future clients of the CFMC, the CFMC contributors, business associates or past or current employees.

Proprietary Information of CFMC

As part of its business operations, the CFMC maintains general client databases, client lists and profiles, marketing plans and data, and other information in which it has a proprietary interest. Although the CFMC employees may gain access to such information during the course of their employment, the information remains the sole and exclusive property of the CFMC at all times.

The CFMC invests substantial time and effort in developing and maintaining relationships with its past, current and potential partners and contributors. The CFMC employees may provide services to these partners, or solicit business from potential partners. Nevertheless, these partners are at all times, and shall remain, the current and potential partners of the CFMC.

Employees shall not disclose or otherwise utilize Confidential or Proprietary information for any purpose outside the scope of their employment with the CFMC. Any unauthorized use or disclosure of such information may result in disciplinary action, up to and including termination, even for the first offense. The requirement to maintain the confidentiality of Confidential and Proprietary Information continues after an employee's separation from the CFMC.

Proprietary Information of Third Parties

As part of its business operations, the CFMC regularly receives confidential, sensitive and proprietary information of third parties, including financial and tax-related information,

personal information, and unlisted addresses and telephone numbers. Employees shall not disclose or otherwise utilize such information for any purpose outside the scope of their employment with the CFMC. Any unauthorized use or disclosure of such information may result in disciplinary action, up to and including termination, even for the first offense. The requirement to maintain the confidentiality of Proprietary Information of third parties continues after an employee's separation from the CFMC.

CFMC Employees – Past or Current

The CFMC respects the privacy rights of its employees, both past and current, and maintains its personnel matters and records in the strictest of confidence. The CFMC expects its employees to maintain this same level of respect for fellow employees' privacy rights, and to maintain the same level of confidentiality in personnel matters and records of the CFMC.

Through the course of employment, CFMC employees may have access to or become acquainted with information concerning past and current employees of the CFMC and their confidential personnel matters. Employees shall not disclose or otherwise utilize such information for any unauthorized purpose, whether such information was gained within or outside the scope of their employment with the CFMC. This obligation continues after an employee's separation from the CFMC. Any unauthorized use or disclosure of such information may result in disciplinary action, up to and including termination.

Employees shall not respond to inquiries or requests for information concerning past or current employees of the CFMC, personnel matters or records. Any such inquiries or requests for information shall be referred to the President/CEO. Employees who receive such inquiries or requests for information shall immediately notify the President/CEO. Any unauthorized communications with outside persons or organizations concerning confidential matters of the CFMC may result in disciplinary action, up to and including termination.

3. Employee Records

All employee records are confidential. In addition, health/medical records and any items related to the Health Savings Account benefits are not included in the employee's personnel files. These records are confidential and will be maintained in a separate confidential file. The CFMC will safeguard them from disclosure and will divulge information only (1) to management on a need-to-know basis; (2) as allowed by law; (3) to the employee's personal physician upon written request with written permission of the employee; or (3) as required for workers' compensation cases.

B. Conflicts of Interest

The CFMC's policy prohibits its employees from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interests of the CFMC and its donors. Since it is impossible to describe all of the situations, which may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended

to be exhaustive and only include some of the more clear-cut examples. Employees are required to abide by the CFMC's "Conflict of Interest" policy.

1. Employee Obligations

Employees are required to represent the CFMC in a dignified, responsible and generally positive manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to the President/CEO or Executive Committee. Employees are expected to use good judgment, conduct themselves with integrity and adhere to the highest ethical standards and principles of loyalty. Employees are expected to devote all of their productive time to the business of the CFMC while on duty. A conflict of interest exists when an employee's loyalties or actions are divided between the interests of the CFMC and those of another entity, such as a competitor or supplier.

2. Grant Commitments

No employee may commit the CFMC to an obligation or imply a commitment on any grant.

C. Political Activities

The CFMC will not become involved in political activities and will adhere to the CFMC Advocacy Policy. Therefore, the policies on political activities for employees are as follows:

1. Personal

Any political activity of employees must be clearly identified as being personal, and not representative of the CFMC.

2. Employee's Own Time

Engagement in political activities must be done on the employee's own time, and not during the time when he or she is being paid to perform the CFMC's duties.

D. Personal Business

1. Time

Personal business, including but not limited to, such activities as on-line trading of personal securities and soliciting for charities, shall not be conducted during working time.

2. Equipment

Employees are prohibited from using any office equipment for personal use. In the rare instance that an employee needs to use office equipment for an emergency, personal reason, the employee must reimburse the Operating Fund at the actual current cost.

Payment and coordination must be arranged with the Vice President of Finance and Human Resources.

The postage meter is for office mail only. Employees may not use the postage meter for personal mail. All CFMC equipment, telephone, supplies and services may be used only for work-related purposes. This includes the CFMC's telephone, computer system, server, Internet providers and other technical resources, all of which are to be used and monitored in pursuit of the CFMC's business.

3. Telephone

Telephone Use Limitations

Long-distance use of the CFMC telephones for non-business purposes is prohibited. Employees shall also not use the CFMC telephones or other CFMC personal communications devices for a) the transmission of obscene, threatening, harassing, or potentially criminal communications, b) commercial entertainment (e.g., 900 numbers), or c) private gain, profit or personal business enterprise.

Cell Phone Use

All staff may be issued a CFMC cell phone for business use if deemed essential to their duties. Staff not issued a cell phone may provide the CFMC with their personal cell phone number for business use and a cell phone stipend will be included in bi-weekly pay as full compensation for business use. . In this event, the supervisor will determine if staff member is to be issued a CFMC cell phone. Any staff member working a hybrid schedule must have a cell phone to which business calls are directed.

Cell Phone Use While Operating a Vehicle

While driving for the CFMC business and/or the CFMC time, attention to the road and safety should always take precedence over using the phone, therefore, the personal or business use of cell phones while driving is not allowed. Calls should only be made once the staff member has reached their destination and is no longer operating the vehicle.

E. Gifts and Rewards

It is the policy of the CFMC that its employees not accept complimentary gifts, tickets for performances, etc., from local organizations. Employees may, however, attend meetings, events, dinners, and performances of area nonprofits as a normal part of the staff's grant review and monitoring process. With the prior approval of the President/CEO, employees may be reimbursed for expenses related to attending such functions.

It is the policy of the CFMC that its employees direct any cash or cash equivalent rewards for participation in surveys or rebate programs to the operating fund. Any equipment awarded becomes the property of the CFMC.

F. Supplemental Employment Policy

We have no objection to you holding another job (including paid consulting work) providing you can effectively meet the performance standards for your position with us, that such employment does not result in overtime obligations, and that the additional position does not conflict with the interests of the CFMC or reflect adversely upon it. If you have/desire supplemental employment, we ask that you inform management to discuss the appropriateness of such employment. All employees will be held to the same standards of performance and scheduling demands. Exceptions cannot be made for employees who choose to maintain supplemental employment.

G. Unacceptable Conduct

The CFMC requires employees to meet acceptable standards of conduct. Satisfaction of these standards promotes productivity, efficiency, and cooperation among employees. Although it is not possible to provide an exhaustive list of all types of impermissible conduct and performance, the following are some examples of unacceptable conduct:

1. Theft or misappropriation of any property belonging to the CFMC, another employee or any other person or organization.
2. Insubordination or refusal to perform assigned work.
3. Abusive or inconsiderate treatment of co-workers, supervisors, or anyone doing business with the CFMC, that a reasonable person would find hostile, offensive, and unrelated to the CFMC's legitimate business interests.
4. Excessive or unauthorized tardiness or absence.
5. Appropriation or use of the CFMC materials, staff or equipment for personal use.
6. Violation of the Conflict of Interest or Confidentiality policies.
7. Destroying, defacing or otherwise damaging the CFMC's property.
8. Falsification of an employment application, time record, or any other document; or any other dishonesty.
9. Possessing illegal substances on the CFMC property or reporting for work under the influence of alcohol or other drugs.
10. Sexual harassment or other harassment or discrimination.
11. Actions or threats which endanger the physical safety of another employee.
12. Violence or threats of violence of any kind.

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13. Possession of firearms or other objects intended to inflict harm or damage, on the CFMC property or at CFMC events.
14. Neglect or failure to perform assigned duties or unsatisfactory performance.
15. Violation of established CFMC policies and procedures, including as defined in this Handbook.
16. Violation of established safety regulations.
17. Lack of achievement of duties as defined in the employee's job description.
18. Unsatisfactory working relationships with staff, supervisors, board members, donors, grantee agencies, volunteers, and others connected with the CFMC.
19. Failure to maintain a reliable work schedule as defined in each individual's job description.
20. Failure to work cooperatively and respectfully with co-workers, supervisors, and all others doing business with the CFMC.

Employment at the CFMC will continue only at the mutual consent of the employee and the CFMC. Your employment is therefore terminable at-will, at any time, by either you or the CFMC, with or without cause or advance notice.

H. Disciplinary Action

Employees are required to observe certain standards of job performance and good conduct. When performance or conduct does not meet the CFMC's standards, the CFMC may endeavor, when it deems appropriate, to provide the employee an opportunity to correct the deficiency. Although employment may be terminated at will by the employee or the CFMC at any time, without following any formal system of discipline or warnings, the CFMC may exercise its discretion to utilize forms of discipline that are less severe than discharge in certain cases. Examples of such less severe forms of discipline include verbal warnings, written warnings, and suspension. Although one or more of these steps may be taken in connection with an employee, no formal order or system is necessary. The CFMC may terminate an employee's employment without warning or prior disciplinary action, in its sole and absolute discretion.

I. Separation of Employment

1. Benefits

The CFMC will comply with federal and state laws regarding taxes, insurance, and other benefits. Health insurance conversion information will be given to employees as part of the exit interview process.

2. Compensation

Employees will receive their final paycheck within the time required by law. The final paycheck will include compensation for accrued and unused PTO and accrued wages. In cases where the employee has a deficit in accrued PTO or has other financial obligations to the CFMC, the amounts may be deducted from the employee's final pay with the employee's written authorization. Otherwise, the employee will be asked to repay the arrearage within 90 days of separation.

3. Obligations

On an employee's termination date, he or she must immediately return all keys and CFMC property that the employee may have received, and any other CFMC materials given to the employee during the course of employment with the CFMC.

4. Voluntary Resignation

Exempt employees are requested, but not required, to submit their written resignation to their supervisor at least four (4) weeks in advance. Non-exempt employees are requested, but not required, to submit a written resignation to their supervisor at least two (2) weeks in advance. Because your employment is at will and can be terminated by you or the CFMC at any time, no specific notice is required, but the notice periods above are requested for business planning purposes. The CFMC reserves the right to accelerate the final date of employment and release you before the expiration of your notice period.

5. Separation Procedure

For purposes of this section, "supervisor" shall mean the President/CEO for exempt and non-exempt employees.

1. An exit interview may be conducted with the separating employee and the supervisor(s), at a time agreed upon by all the parties involved. It is desirable that this interview be conducted no later than the employee's last day with the CFMC. The exit interview is intended to permit departing employees the opportunity to communicate their views regarding their work with the CFMC, including job duties, job training, job supervision, and job benefits.
2. On the employee's last day with the CFMC, a written statement may be prepared by the supervisor or appropriate staff. This statement may include, but not be limited to, the following issues:
 - a. Compensation details including amounts paid to the employee in their final paycheck, and/or arrangements agreed upon for clearing any outstanding debts the employee has with the CFMC.
 - b. Items returned to the CFMC by the employee.

- c. COBRA and related medical, dental and vision care insurance information required by law.
- d. Information regarding status of employees' Flexible Spending Account and/or Health Savings Account, if applicable.
- e. Information regarding status of employees' retirement plan, if applicable.
- f. Information regarding the continuing obligations of the employee and the employer with respect to any confidential or proprietary information received or known during the employment period.

J. Dress Code

As representatives of the CFMC, staff is expected to exhibit a neat, well-groomed appearance whether in the office, attending events or meetings, or working remotely. Employees are expected to present themselves in a professional manner that results in a favorable impression by the community. Staff are minimally expected to dress in a "business casual" manner, unless an event or meeting dictates a different or more formal standard. Employees are expected to demonstrate good judgment and adhere to a business appearance standard.

If the President/CEO or supervisor decides that a staff member is in violation of the dress code, the staff member will be asked to go home and change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required. CFMC will reasonably accommodate employees' religious dress and grooming practices, and traits historically associated with race (including hair texture and protective hairstyles). In addition, CFMC recognizes the importance of individual gender expression and gender identity. CFMC will reasonably accommodate an employee's gender expression and gender identity in terms of workplace attire and grooming unless such accommodation is precluded by business necessity.

Business casual attire

Business casual attire is expected of all employees. Basic elements for appropriate business casual attire include clothing that is in neat and clean condition.

Appropriate workplace dress does *not* include clothing that is too tight or revealing; clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories or fragrances. An employee who is unsure of what is appropriate should check with the employee's manager or supervisor.

VI. Work schedule

A. Attendance and Punctuality

Regular attendance at the CFMC and punctuality are required and are essential functions of every job at the CFMC. The CFMC recognizes that on occasion employees may be absent from work. If you are going to be late or absent you must notify your supervisor as soon as possible, and normally at least two (2) hours before your scheduled starting time on each day of absence. Excessive or patterned absenteeism or tardiness will result in disciplinary action, up to and including termination.

Absence from work for three (3) consecutive scheduled work days without notifying your supervisor will be considered a voluntary resignation. Statutorily protected leaves are excluded from this rule, but you are subject to discipline for failing to provide timely notice of your absence to your supervisor.

B. Meal and Break Periods

Non-exempt employees are provided a paid rest break in the morning and afternoon. This allows you time to handle personal business and provides a pause in the workday.

Non-exempt employees who work at least three and a half (3½) hours in a workday are provided a paid rest period of ten (10) minutes in length for every four (4) hours worked or major fraction thereof (more than two hours). Employees who work more than six (6) hours in a day may take a second rest period of ten (10) minutes. Employees who work more than ten (10) hours in a day may take a third rest period of ten (10) minutes. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so. These breaks may not be combined or added to an employee's lunch period. Specific times for taking breaks by staff will be contingent on the workload and are at the discretion of the supervisor.

All employees are provided with an unpaid duty-free meal period of sixty (60) minutes (generally scheduled from 12:30-1:30 p.m.). State law requires that non-exempt employees working over 5 hours must take at least a 30-minute duty free unpaid meal break. If you are required to work during your scheduled 60-minute meal break (example: meeting), you must take at least a 30-minute meal break. Employees must begin their meal periods no later than the end of the employee's fifth hour of work.

Non-exempt employees are required to record the beginning and end of their meal periods on their time record. Employees are not allowed to skip their meal break in order to shorten their day or to make up time.

Employees may voluntarily waive their meal periods only under the following conditions (meal waiver forms are available from the Vice President of Finance and HR):

1. If your work shift is completed within six hours, you may waive your meal period.

2. If you work a long shift of more than 10 hours (but less than 12 hours), you may waive the second meal period provided the first was taken.

Meal and break periods are scheduled by your supervisor to ensure that the employee's duties will be covered during breaks and meal periods. Meal and break periods must be taken and must be taken at the time scheduled.

If, because of an emergency, unforeseen or unavoidable event, a non-exempt employee is required to work through a meal or break period or to return before a meal or break period is completed, the employee will be paid one (1) additional hour of pay at the employee's regular rate of compensation. This hour of compensation will not be counted as an hour worked for the purposes of overtime compensation. The employee is required to inform their supervisor of the missed or interrupted meal or break period on the day the break period is missed and to note the missed or interrupted meal break period on the employee's time record.

C. Hours of Work

1. Full-time Employees

Full-time, non-exempt employees are those employees who work thirty (30) hours or more per week. Full-time employees generally have a thirty-seven and one-half (37½) hour workweek. Time worked between thirty-seven and one-half (37½) and forty (40) hours in a week will be paid at your regular rate of pay.

2. Part-time Employees

Part-time, non-exempt employees are defined as those employees who work less than thirty (30) hours per week. Part-time employees are hired on an hourly basis at a rate determined by the President/CEO or designated personnel.

3. Temporary Employees

Temporary employees are those who are hired on a part-time or full-time basis for a specific period of time. Employment assignments in this category are of a limited duration. Although a temporary position has an established length of time, there is no guarantee that if an employee is hired to perform a temporary position, the employee will be retained throughout the entire period of the assignment. Employment beyond any initially stated period does not in any way imply a change in the at will and temporary employment status.

4. Overtime

As necessary, during special events or emergency situations, non-exempt employees may be required to work overtime at the discretion of your supervisor. All scheduled overtime must be approved by the employee's immediate supervisor in writing at least two (2) days prior to working the overtime hours. For purposes of determining which

hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Employees who work unauthorized overtime hours will be paid for all overtime but may be subject to disciplinary measures up to and including termination.

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

All hours worked in excess of eight (8) hours a day or forty (40) hours in one (1) workweek will be treated as overtime. Compensation for hours worked in excess of eight (8) hours in any one (1) day or over forty (40) in a workweek shall be paid at a rate one and one-half (1½) times the employee's regular hourly rate of pay. If hours worked in a single day exceeds twelve (12) hours, the compensation rate for hours over twelve (12) hours is twice the regular hourly wage.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. Exempt employees are paid an annual salary and are not eligible for overtime pay.

In accordance with California law, employees are entitled to one day of rest in seven.

D. Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and state laws require the CFMC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. Employees will be entering their time in the payroll management software.

Non-exempt employees are required to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. All non-exempt employees are required to record the beginning and ending time of any departure from work for personal reasons.

Altering, falsifying, tampering with the records, or recording time on another employee's timesheet may result in disciplinary action, up to and including termination of employment. Employees are not permitted to perform work "off the clock."

It is the employee's responsibility to sign/approve their timesheet to certify the accuracy of all time recorded. Your supervisor will review and approve the timesheet before submitting it to Finance.

E. Make-Up Time

The CFMC allows for make-up time, in its discretion, when non-exempt employees need time off to tend to personal obligations. Employees may take time off and make up the time later in the same workweek, defined as Monday at 12:00 a.m. through Sunday at 11:59 p.m. or may work extra hours earlier in the workweek to make up for the time that

will be taken off later in the workweek. Make-up time worked will not be paid at an overtime rate.

Make-up time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the CFMC at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time, and the request must be approved in writing before the requested time off of work or the make-up time is taken, whichever is first.

All make-up time must be worked in the same workweek as the time taken off.

The CFMC workweek is Monday at 12:00 a.m. through Sunday at 11:59 p.m. Hours worked on the make-up day must not exceed eleven (11) hours.

If an employee takes time off but is unable to work the scheduled make-up time for any reason, the hours missed will be unpaid unless the time missed is designated as PTO. However, your supervisor may arrange another day to make up the time, if possible and based on scheduling needs. If the employee works make-up time before the employee plans to take time off, the employee must take that time off, even if the time off is no longer needed for any reason.

An employee's use of make-up time is completely voluntary. The CFMC does not encourage, discourage, or solicit the use of make-up time.

F. Remote Work

The CFMC may allow remote work as outlined in the Community Foundation for Monterey County Remote Work guidelines. The guidelines may be reviewed and amended as necessary to meet the operational needs of the CFMC.

VII. Compensation

A. Salaries and Reviews

1. New Employees

The first ninety (90) days of employment is an employee's introductory period. This introductory period gives the CFMC the opportunity to determine the employee's ability and it gives the employee the opportunity to decide if the employee is satisfied with the position at the CFMC. Starting salaries for new employees are based on prior experience and the range of responsibilities assigned to that employee. The President/CEO sets starting salaries for employees other than the President/CEO.

We will endeavor to conduct a written appraisal of your performance on or about the completion of your introductory period, and approximately bi-annually thereafter. No salary review will be conducted at the introductory review time. Thereafter, new employees will have their performance and salary review at the same time as continuing

employees. The purpose of performance evaluations is to let employees know how well they are performing their job duties and to identify areas that need improvement.

Evaluations will be reviewed in a private meeting between you and your supervisor. You will see the evaluation, have the opportunity to make your written comments, sign the evaluation and receive a copy. You are welcome to discuss your evaluation further with your supervisor, if you wish.

This formal review is not necessarily the only time job performance is discussed. If you have any questions about how you are doing, or what you can do to improve your performance, please ask us to discuss this with you in private. We attempt to maintain an "open door" policy with regard to personnel matters and welcome your comments anytime.

Salary adjustments for all employees will occur in the CFMC's sole discretion, based on employee performance and overall economic and business conditions. Employees may or may not receive an increase in salary when salary and performance reviews occur.

As explained earlier, during the employee's initial ninety (90) days of employment and during the entire course of an employee's employment, the employee will be an at-will employee.

2. Employees with More Than Ninety (90) Days of Service

All salary recommendations will be prepared by the President/CEO and Vice President of Finance and Human Resources and presented to the Finance Committee. All salary recommendations will be prepared so that the new salary and benefit figures can be included in the budget. Salary adjustments, if any, will be effective on (or retroactive to) of the first pay period in the New Year.

3. Special Project Employees

An employee hired for special projects will be reviewed annually on dates which are appropriate to the funding cycles of the projects themselves.

B. Pay Periods and Payroll

Employees are paid every other week, no later than Friday. Pay periods end on the Sunday before payday. If a payday falls on a holiday, employees will be paid the day prior to the holiday. An employee is encouraged to have their paycheck deposited directly into their bank account. No advances against payroll will be approved.

When a pay period covers part of two (2) calendar years, and a salary adjustment is made, the new salary will be applied to the full pay period for which the pay date is in the new year.

C. Expense and Mileage Reimbursement

1. Reimbursement

The expenses of the President/CEO for mileage, entertainment, travel, postage, and similar items will be reimbursed on approval of the Treasurer (or other Executive Committee member) of the CFMC. Other staff members will be reimbursed for reasonable and necessary expenses required to perform the employee's job. Expenses must be approved by the supervisor and the finance department when they incur reasonable business expenses including, but not limited to, mileage, office supplies, postage, or parking.

Mileage for both local and non-local travel on business matters will be reimbursed at the CFMC authorized rate. Parking expenses will also be reimbursed if incurred for business matters.

2. Dining Out

The CFMC reimburses employees for reasonable expenses for meals when traveling on the CFMC's business. When attending a conference and meals are included, you will not be reimbursed for additional meals during that time absent extenuating circumstances. Employees are required to exercise good judgment in incurring expenses and limit such expenses to reasonable amounts for the geographic area where the expense is incurred. Itemized receipts should be submitted as part of the regular monthly expense reimbursement process. Alcohol is not a reimbursable meal expense.

3. Clubs

Service Club expenses covered by the CFMC include dues, fines, extra assessments, and meals. Personal gifts to various service club funds are not covered. Approved membership to a Service Club is at the discretion of your supervisor.

4. Travel

From time to time, staff members of the CFMC will be required to travel on official business. Any travel must be approved in advance by your supervisor. Every expense must be accompanied by an itemized receipt. To contain the cost of travel and lodging, all staff will meet the following requirements:

Report all expenses such as meals, lodging, tips, travel to and from the destination, and car rentals on an expense Reimbursement Form. Mileage on personal vehicles will be reimbursed at the current Foundation per-mile rate. Expenses should be submitted within thirty (30) days of travel.

Buy airlines tickets as far in advance of a trip as possible. Seek discount fares. Consult the Vice President of Finance and Human Resources and/or the internet for the best fares based on time of arrival and departure, booking restrictions, and

comparison of various carriers.

Choose rental cars (only when required) and rental car companies by price, not by frequent flier affiliation. Prices should be moderate. Buy only the type of gas recommended in the car manufacturer's specifications.

Obtain prior approval from immediate supervisor for any overnight out-of-town travel plans.

Stay in moderately priced hotel/motels. For safety reasons, staff should stay in the hotel/motel where a meeting or conference is held.

Use discretion with meal costs (as outlined in 2. Dining Out) and provide an itemized receipt for all meal expenditures.

5. Continuing Education

Employees are encouraged to take advantage of appropriate developmental opportunities that directly apply to their work at the CFMC. Fees for approved job-related seminars, workshops or other classes will be paid by the CFMC after approval by the President/CEO. Exempt employees will receive their regular salary while attending such training programs during the workday. Non-exempt employees will be paid their regular hourly or overtime rate for attending training programs.

VIII. Benefits

A. Workers' Compensation Insurance

A comprehensive Workers' Compensation Insurance program is provided at no cost to you. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a short waiting period or, if you are hospitalized, immediately. All employees are given a pamphlet explaining their benefits upon hire.

Employees who sustain work related injuries or illnesses must inform a supervisor immediately.

B. Health Insurance

All employees of the CFMC who work thirty (30) hours per week or more, their dependents, and registered domestic partners are offered medical, dental, vision care, long-term disability insurance and life insurance coverage. Specific details of the various coverages and non-covered items will be given to all employees upon their eligibility date.

C. Benefits Continuation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the CFMC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, separation of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the eligible employee or beneficiary pays the full cost of coverage at the CFMC's group rates plus an administration fee.

CFMC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under our health insurance plan. The notice contains important information about the employee's rights and obligations.

D. Retirement Plan

The CFMC participates in a 403(b) Tax-Deferred Retirement Plan, which covers all employees who are over 21 years of age. Employer contributions to the plan may be made annually at the sole discretion of the Board of Directors.

E. Health Savings Account (HSA)

The CFMC currently provides a Health Savings Account (HSA) for eligible CFMC employees. Specific details of the various coverages and non-covered items will be given to all employees upon their eligibility date. The Vice President of Finance and Human Resources will provide eligible employees with additional information relating to the Health Savings Account.

IX. Leaves of Absence

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies.

A. Paid Leaves

1. Paid Time Off

Full-time Employees

The CFMC provides paid time off (PTO) benefits to regular full and part-time employees.

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These days can be used for such things as vacation, sick leave, family leave, etc. Employees begin PTO accrual upon hire, and the employee may request use of PTO as accrued.

The amount of PTO employees earn each year increases with the length of their employment as shown below. The below numbers apply to employees who average thirty-seven and one-half (37½) hours per workweek. Regular employees who work less than thirty-seven and one-half (37½) hours will have their actual accrual prorated based on hours worked.

Length of Eligible Service	Paid Time Off
Hire date to 5 th anniversary	12 days each year
After 5 th anniversary to 10 th anniversary	17 days each year
After 10 th anniversary	22 days each year

The length of eligible service is calculated on the basis of the anniversary year. This is the twelve (12) month period that begins when the employee starts to earn PTO. An employee's benefit year may be extended for any significant leave of absence at CFMC's discretion.

PTO time can be used in minimum increments of one (1) hour for non-exempt employees and full days for exempt employees. To take PTO, employees should submit their request for approval from their supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. PTO is paid at the employee's base rate at the time it is taken. It does not include overtime or any other special forms of compensation.

If PTO is used for illness or injury, the following provisions apply:

- i. Failure to follow reporting procedures outlined in the Attendance and Punctuality policy may result in disciplinary action, including, but not limited to denial of use of PTO for such absences.
- ii. A doctor's certificate may be required if an employee is absent for four (4) or more days and/or to medically release an employee to return to work. The certificate shall state that the employee was unable to perform the essential functions of their job due to the employee's illness or injury, or due to the illness or injury of the employee's parent, child, spouse, or domestic partner. The return-to-work certificate shall state that the employee is released to return to work and can perform the essential functions of their job, with or without reasonable accommodation.
- iii. Employees may use PTO in an amount that is not less than the PTO that the employee would accrue during six months at the employee's then current rate of entitlement for the

diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee's child of any age, parent, parent-in-law, parent of the employee's registered domestic partner, spouse, registered domestic partner, grandparent, grandchild, sibling, or a person designated by the employee at the time the employee requests PTO for the purpose described in this subparagraph. Employees are limited using PTO for one designated person during a 12-month period. Employees may also use PTO under this subparagraph if they are the victim of domestic violence, sexual assault, or stalking.

Employees are encouraged to use available PTO for rest, relaxation and personal pursuits. Unused PTO may be carried forward to the next year, however, the maximum accrued PTO benefit that an employee may have at year end is two (2) times the amount of the employee's current annual accrual rate. If the earned but unused PTO reaches this maximum, at year end future accrual will stop, and the PTO balance will remain capped until the employee uses PTO and their accrued hours have dropped below the two (2) year cap.

3. Upon separation of employment, employees will be paid for all accrued but unused PTO time earned through the last day of work based on the employee's base rate of pay at the time of separation.

Part-time Employees

PTO benefits for part-time employees will accrue prorated, based on the number of hours worked.

2. Paid Sick Leave Under the Healthy Workplace, Healthy Family Act of 2014

Employees will receive 24 hours (3 days) of paid sick leave on their date of hire, and an additional 24 hours (3 days) on July 1 of each subsequent year.

Unused sick leave benefits will not carry over from year to year. If an employee does not use all 24 hours (3 days) of paid sick leave by June 30, the unused hours will not carry over to the following year. Instead, the employee will receive 24 hours (3 days) of paid sick leave on July 1 of the next year.

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

Employees may use accumulated paid sick leave beginning on the 90th day of employment for diagnosis, care, or treatment of an existing health condition of, or preventive care for the employee or an employee's family member (child of any age, spouse, registered domestic partner, parent, parent-in-law, parent of the employee's registered domestic partner, grandparent, grandchild, sibling, or a designated person); and if the employee is a victim of domestic assault, sexual violence, or stalking.

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A “designated person” is a person identified by the employee at the time the employee requests paid sick days and is limited to one designated person per 12-month period for paid sick days.

If the need for paid sick leave is foreseeable, the employee shall submit a request for leave prior to the absence. If the need for paid sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable. Employees are required to follow the reporting procedures outlined in the Attendance and Punctuality policy. Failure to do so may result in disciplinary action.

Employees will receive a statement with each pay stub stating the amount of paid sick leave available for their use.

Unused sick leave benefits will not be paid to employees upon separation of employment. However, if an employee is rehired within one year from the date of separation, previously unused paid sick days under the Healthy Workplace, Healthy Family Act shall be reinstated.

The CFMC will not deny an employee the right to use sick days under this policy, or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using sick days or exercising or attempting to exercise the rights provided by the Healthy Workplace, Healthy Family Act.

3. Holidays

All regular employees receive time off with pay for twelve (12) holidays: ten (10) of the commonly observed holidays and two (2) floating holidays. Holiday pay for part time employees will be prorated to the number of regular hours worked. The floating holidays may be used for religious holidays, the employee's birthday, personal business, etc.

All of the CFMC offices will be closed in observance of the holidays listed below, excluding the floating holiday which is scheduled on an individual basis.

New Year's Day	Martin Luther King Jr. Day	Presidents' Day
Memorial Day	Independence Day	Labor Day
Thanksgiving (2 days)	Christmas Eve	Christmas Day

Two Floating Holiday (arranged in advance with the employee's supervisor). Two floating holidays will be allocated to each eligible employee each January 1. Any floating holiday not used at year end will roll over up to the maximum cap of four (4) floating holidays. Employees with four (4) floating days at year end will be paid for two (2) floating holidays, and two floating holidays will be allocated to the employee on January 1. Floating holidays must be taken as a full day (7.5 hour).

If a holiday falls on a Saturday, the preceding Friday is observed as a holiday. If a holiday falls on a Sunday, the following Monday is observed as a holiday. If a holiday occurs during an employee's PTO period, the employee will not be required to use accrued PTO on the holiday.

4. Bereavement Leave

All employees who have been employed for at least 30 days are eligible for up to 5 days off on an unpaid basis for bereavement leave for the death of a qualifying family member. Employees may use available PTO or Paid Sick Leave during this time. The 5 days of bereavement leave can be used intermittently but must be used within 3 months of the qualifying family members death.

Employees in full-time regular positions will be granted up to 3 of those 5 days off with pay.

*Qualifying family members are defined as spouse, registered domestic partner, child, parent, parent-in-law, sibling, grandparent, or grandchild. (Note: "child" includes a minor or adult biological, adopted, foster child, a stepchild, a legal ward, a child of the employee's domestic partner, and a person to whom the employee stands in loco parentis.)

Additionally, this policy applies to all "step" and "in-law" variations of the preceding list. A leave of absence with pay for up to three (3) days will be granted to all regular full-time employees in the event of the death of the employee's spouse, domestic partner, child, parent, grandparent, sibling, aunt, uncle, niece, nephew, and any in-law. With the approval of the President/CEO, this leave may be extended with pay for up to five (5) days in cases where the employee is required to travel a great distance to attend the funeral or other services.

With prior approval, time off without pay may be arranged for an employee who wishes to attend the funeral of other relatives or close friends.

5. Jury Duty

The CFMC encourages you to fulfill your civic responsibilities by serving on a jury or as a witness when required and allows all employees time off for these purposes. Jury duty and witness leave is provided on a paid basis for regular full-time employees for up to the length of time impaneled. If you receive notice to report for jury duty, please notify management immediately so arrangements can be made to accommodate your absence. You must present the Summons for Jury Duty to your supervisor prior to the beginning date of such duty. Of course, you are expected to report for work whenever the court schedule permits.

If you are a regular, full-time, non-exempt employee who has completed your initial introductory period, the CFMC will pay the difference between jury duty fees and your

base pay. To receive compensation from the CFMC, you must turn in a signed statement from the court clerk indicating the amount of fees you received for jury duty.

Employees must report for work on any day the employee is released from jury duty service before noon. If for any reason a jury is not in session on any day that an employee is on jury duty, he or she must report to work.

6. Voting Day Leave

The CFMC encourages you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If necessary, you may take up to two (2) hours paid leave from work at the beginning or end of your shift to vote in a governmental election or referendum. You will be expected to notify your supervisor at least two (2) working days in advance of your need to take time off to vote.

B. Unpaid Leaves

Employees are expected to work their standard schedule unless on an approved leave. For non-exempt employees, available sick leave or PTO should be used prior to use of unpaid time unless the unpaid time falls under an approved leave status. Exceptions to the use of available leave may be approved by the supervisor on a case by case basis as warranted.

1. Worker's Compensation Disability Leave

Entitlement to Leave

The CFMC will grant an unpaid workers' compensation disability leave in accordance with state and federal law if you incur an occupational illness or injury. Depending on your work limitations, the CFMC may offer you modified work in accordance with state and federal law. Worker's Compensation Disability leave will run concurrently with leave taken under the California Family Rights Act.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the CFMC to the same degree it was provided before the leave began for up to 4 months. At that time if you are still on worker's compensation disability leave you will become responsible for the full costs of these benefits if you wish coverage to continue (see Cal/COBRA policy). When you return from the leave, benefits will again be provided by the CFMC according to the applicable plans. In some instances, the CFMC may recover premiums it paid to maintain health coverage if you do not return to work following your workers' compensation disability leave.

Employees may choose to use accrued PTO and sick leave during the leave and payments will be coordinated with any temporary disability insurance payments. Benefits

accrual such as PTO and holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Upon submission of a medical certification that you are able to return to work, with or without reasonable accommodation, you will be reinstated in accordance with applicable law. Should the healthcare provider indicate work restrictions upon return to work, the CFMC will engage in the interactive process with you to determine if the CFMC can reasonably accommodate your work restrictions without causing undue hardship to the CFMC.

2. California Family Rights Act (CFRA)

Entitlement to Leave

It is the policy of CFMC to grant or designate an unpaid leave of up to 12 weeks of California Family Rights Act (CFRA) during any 12-month period to eligible employees. An employee may take leave in consecutive weeks, may use the leave intermittently (periodically, as needed), or may use the leave to reduce the workweek or workday, resulting in a reduced work schedule.

CFMC will not interfere with, restrain, or deny the exercise of any right provided by this law, or discharge or discriminate against any employee because of involvement in any proceeding related to CFRA. All CFRA leaves of absence will be administered in accordance with applicable state laws.

Eligibility

To qualify to take CFRA under this policy, the employee must meet ALL of the following conditions:

- The employee must have worked for CFMC at least 12 months, or 52 weeks. The 12 months, or 52 weeks, need not have been consecutive.
- The employee must have worked at least 1250 hours during the 12-month period preceding the first day of the leave.
- The employee must have given notice of need for CFRA leave at least 30 days in advance or as many days as reasonably possible prior to the beginning of the leave. For events that are unforeseeable, you must notify your employer, at least verbally, as soon as you learn of the need for the leave.

Types of Leaves Covered

Leave under CFRA may be taken for any one or more of the following reasons:

1. **Bonding:** Following the birth of a child or placement of a child for foster care or adoption, so long as the leave is concluded within 12 months of the birth and/or placement of the child. The basic minimum duration of intermittent leave is two weeks; however, CFMC will grant an employee's request for a leave of less than two-weeks' duration on any two occasions. If the employee is requesting an intermittent leave of less than two weeks or a reduced work schedule, the employee and CFMC must mutually agree to the schedule;

CFMC will consider the request based on a variety of factors, but does not guarantee that all requests will be granted.

2. **Family Care:** The care of the employee's child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner, or designated person with a "serious health condition. *Note: a) "child" includes a minor or adult biological, adopted, foster child, a stepchild, a legal ward, a child of the employee's registered domestic partner, and a person to whom the employee stands in loco parentis, and b) "Designated person" is any individual related by blood or whose association with that employee is the equivalent of a family relationship". Employees are limited to one designated person per 12-month period.*
3. **Employee's Serious Health Condition:** The "serious health condition" of the employee, which prevents the employee from performing the essential functions of the employee's job except for leave taken for disability on account of pregnancy, childbirth, or related medical conditions.
 - A "serious health condition" is one that requires in-patient care in a hospital or other medical care facility, or continuing treatment or supervision by a health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences.
4. **Military Qualifying Exigencies:** For employees whose spouse, registered domestic partner, child, or parent is on covered active duty or call to covered active-duty status to address qualifying exigencies which may include: attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Duration of Leave

Eligible employees can take up to 12 weeks of CFRA leave during a 12-month period CFMC will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy.

Parents who are both eligible employees of CFMC for CFRA leave to care for a newborn child, for placement of a child with the employee for adoption or foster care, are each entitled to 12 weeks of leave.

Employees whose 1) medical leave exceeds 12 weeks, 2) who do not have another approved leave, or 3) who do not return to work on the first work day following an approved CFRA leave may be deemed to have voluntarily resigned their employment.

Health Insurance During Leave

While an employee is on CFRA, CFMC will continue the employee's health benefits (and dependent coverage as applicable) during the leave period at the same level and under the same conditions as if the employee had continued to work. The maximum entitlement for continued health benefits is up to 12 weeks during a 12-month period of paid coverage.

Any share of health insurance premiums which are paid by the employee prior to CFRA (including dependent premiums) must continue to be paid by the employee during the leave or insurance benefits may be discontinued.

For leaves related childbirth, the obligation to continue to pay health insurance premiums (and dependent coverage as applicable) will continue to be paid at the same level and under the same conditions as if the employee had continued to work for the duration of the Pregnancy Disability Leave (see PDL policy) in addition to up to 12 weeks of CFRA to bond with the newborn child.

If the employee's CFRA leave exceeds 12 weeks, the employee may continue group health insurance coverage through CFMC in conjunction with COBRA.

If the employee chooses not to return to work for reasons other than a continued serious health condition or other approved leave extension or fails to work 30 calendar days once returning from leave, CFMC will require the employee to reimburse the amount it paid for the employee's health insurance premium during the unpaid portion of the leave period.

Use of PTO and Sick Time

Employees may use available PTO and Sick Time during a CFRA Leave. If the employee is eligible for benefits from any wage replacement insurance (SDI or PFLI), such benefits from the applicable plans will be coordinated with the CFRA leave.

Other Benefits During Leave

Benefits (such as PTO, sick time, and holidays) are not earned during unpaid leave. However, upon return from CFRA, the employee will resume the accrual schedule at the same level and under the same conditions as if the employee had continued to work.

Certification of Need for Leave

- 1. For Serious Health Conditions:** An employee seeking CFRA for the employee's own serious health condition or because of the "serious health condition" of a family member as defined above must provide CFMC with a medical certification from the patient's health care provider establishing the need for the leave. The employee should provide the medical certification as soon as possible and at least within 15 calendar days of the request for leave, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Medical certification must be provided by using the *CFRA Certification of Health Care Provider* form available from the CFMC.

Certification of the serious health condition must include: 1) the date when the condition began; and, 2) its expected duration. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind, or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the

certification must include a statement that the patient requires assistance, and that the employee's presence would be beneficial or desirable.

If the employee plans to take medically necessary intermittent leave or work a reduced schedule, the certification must also include the frequency and the duration of the employee's need for leave, and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

- 2. For Qualifying Military Exigencies:** An employee seeking CFRA for Qualifying Military Exigency Leave as defined above must provide CFMC with a certification establishing the need for the leave. The employee should provide the certification as soon as possible and at least within 15 calendar days of the request for leave, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. Exigent Circumstances certification must be provided by using the *Certification of Need for Exigent Circumstances* form. Upon return to work from CFRA Qualifying Military Exigency Leave, the employee will be required to provide CFMC with appropriate documentation of attendance or completion of required item which will include information allowing the employer to identify the actual time dedicated to such circumstances.

Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor. When an employee plans to take leave under this policy, the employee must give 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. While not required under CFRA, an employee undergoing planned medical treatment is asked to make an effort to schedule the treatment times to minimize disruptions to the operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date CFMC receives notice. While on leave, employees are requested to report periodically to CFMC regarding the status of the return to work date and the intent to return to work.

In cases where CFMC is aware that time off may qualify for CFRA, CFMC may preliminarily designate the leave as CFRA, pending completion of any required documentation.

Reinstatement

An employee who takes CFRA leave and meets the requirements of this policy will be able to return to the same or comparable job. A "comparable job" must be one with the same pay, benefits, schedule, shift, responsibilities, job duties, and location. CFMC may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate intermittent leave or reduced schedule.

Prior to returning from CFRA for an employee's own serious health condition or pregnancy-related disability, the employee will be required to provide CFMC with a *Health Care Provider Work Status* form completed by the employee's health care provider releasing the employee to return to work and/or listing any specific limitations. Employees will be provided either an **Analysis of Job's Physical Demands and Environmental Conditions** or a **Job Description** which completely describes all essential functions as well as the physical demands and environmental conditions. Should the health care provider indicate limitations upon return to work, the CFMC will engage in the interactive process with the employee to discuss reasonable accommodation of the work restrictions. Return to work authorizations must either specifically identify limitations or state that the employee is able to perform all essential functions of the position. We are committed to engaging our employees in ongoing, meaningful dialogue regarding modifications at work.

3. Pregnancy-Disability Leave

Entitlement to Leave

The CFMC provides and grants to all pregnant employees regardless of length of service the right to take an unpaid Pregnancy Disability Leave (PDL) during the period of time that a medical care provider determines the employee is actually disabled by pregnancy or a related medical condition (including breastfeeding). PDL can be for **up to** a maximum of four months (the time normally worked in one-third of the year, or 17 and a third weeks). For planning purposes it may be helpful for you to know that the typical period of disability for pregnancy and related medical conditions is often six to eight weeks – please discuss with your healthcare provider the anticipated period of disability for your pregnancy. PDL will be provided in accordance with all applicable federal and state laws.

If an employee's schedule varies from month to month, a monthly average of the hours worked over the four months prior to the beginning of the leave will be used for calculating the employee's normal work month. Pregnancy Disability leave may be taken intermittently, in increments of one hour, or on a reduced hours schedule, as medically advisable.

Notification

In instances of other than medical emergencies, management anticipates receiving thirty (30) days' notice in advance of the date the leave is to begin and the estimated date upon which the employee will return to work. A pregnant employee may use accrued PTO time, sick leave, or other accrued paid leave during the period of time which the employee takes pregnancy leave.

Certification

Employees disabled by pregnancy or related medical conditions are entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if the

employee so requests and provides a medical certification from the employee's healthcare provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the employee requests, the transfer is medically necessary and supported by proper medical certification, and the transfer can be reasonably accommodated.

For pregnancy disability leave or accommodation, written certification from your healthcare provider must be submitted to the Vice President of Finance and Human Resources containing the following information:

1. The date on which your pregnancy-related disability began or will begin.
2. The probable duration of your period or periods of disability.
3. An explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of the employee's position without undue risk to the employee, the employee's pregnancy, or to other persons. In the case of a pregnancy-disability transfer, the medical certification shall provide the following information: (a) the date on which the need to transfer became medically advisable; (b) the probable duration of the period or periods of the need to transfer; and (c) an explanatory statement that, due to the employee's pregnancy, the transfer is medically advisable. Upon expiration of the time period for the leave or transfer estimated by the health care provider, CFMC may require the employee to provide another medical certification if additional time is requested for leave or transfer.

If you need additional leave after the time stated in your original certification, you must submit re-certification containing the information outlined above.

Use of Paid Leave Time

An employee taking pregnancy-disability leave may substitute any available paid time off for the leave, but is not required to do so. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

Health Benefits

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the CFMC to the same degree it was provided before the leave began for the duration of the PDL. If you are still disabled after exhausting your PDL, dependent on your status under CFRA, you may become responsible for the full costs of these benefits if you wish coverage to continue (see CFRA and COBRA policies).

Reinstatement

Unless the CFMC and the employee have already agreed upon the employee's return date, an employee who has taken a pregnancy-related disability leave or transfer must notify the Vice President of Finance and Human Resources at least two (2) weeks before the employee's scheduled return to work or, as applicable, transfer back to the employee's former position.

An employee returning from pregnancy-related disability leave is entitled to reinstatement to the same or comparable position consistent with applicable law.

Each employee who has taken a pregnancy-related disability leave or transfer must be released by the employee's doctor to return to work. The release should be in writing and submitted to the Vice President of Finance and Human Resources on or before the employee's return from a pregnancy-related disability leave or transfer.

4. Lactation Accommodation

CFMC provides lactation accommodation for employees who wish to express breast milk while working. Please talk with Vice President of Finance and HR to discuss lactation accommodation and the best solutions for your specific situation.

Employees may use paid rest break times in addition to requesting additional time (which may be on an unpaid basis), as needed. Components of our lactation accommodation include:

- The room will not be a restroom;
- The room will be in close proximity to the employee's workplace;
- Within the room, there will be an electrical outlet or a way for the lactating parent to charge a battery-operated breast pump;
- There will be a place to sit;
- There will be a shelf to place a breast pump or other personal items;
- The room will be free from intrusion;
- No toxic or hazardous materials will be present in the room; and
- The employee will have access to a sink with running water and a refrigerator (or alternative mechanism) in close proximity to the employee's work area.

Where a multipurpose room is used for lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

The CFMC may designate a lactation location that is temporary due to operational, financial, or space limitations. The temporary location will comply with the accommodation requirements of this policy.

Employees should be aware that they may report a violation of this policy to the California Labor Commissioner's field enforcement unit, which will investigate and prosecute complaints of violations of this policy.

No employee will suffer any reprisals or retaliation for exercising or attempting to exercise any right protected under this policy.

5. Personal Leave

The CFMC may provide a leave of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request personal leave as described in this policy. As soon as you become aware of the need for a personal leave of absence, you should submit a request for leave to your supervisor.

Requests for personal leave will be evaluated based on a number of factors, including the amount of time requested, the amount of time already taken, the anticipated workload requirements and staffing considerations during the proposed period of absence. Personal leave may be granted for a period of up to 15 calendar days in any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 15 calendar days.

Employees are required to take any available PTO leave as part of the approved period of leave. Benefits accrual such as PTO, or holiday benefits will be suspended during the leave and will resume upon return from leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to be paid by the CFMC to the same degree it was provided before the leave began for up to for up to one month. At that time you will become responsible for the full costs of these benefits if you wish coverage to continue (see COBRA policy). When you return from a Personal Leave, benefits will again be provided by the CFMC according to the applicable plans.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, the CFMC cannot guarantee reinstatement.

Employees who accept other employment during the approved leave and/or employees who fail to report to work promptly at the expiration of the approved leave period will be considered to have resigned from the CFMC.

6. Medical Disability Leave

Employees may take a temporary medical disability leave of absence if necessary to reasonably accommodate a qualified disability under the American with Disabilities Act or the Fair Employment and Housing Act.

Leave outside of that allowed under CFRA may be granted only if the leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, does not create an undue hardship for the CFMC, and is not for an indefinite duration. The duration of a disability leave under this policy

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shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation. For a full explanation of leave rights, employees should contact the Vice President of Finance and Human Resources.

Leave's Effect on Pay and Benefits

Except for periods of leave under the Paid Family Leave (PFL) or State Disability Insurance (SDI) programs, employees taking medical disability leave must substitute any accrued sick pay and PTO pay for the leave. Other than periods where paid leave is substituted for medical disability leave, the medical disability leave will be unpaid.

Group insurance benefits may be continued during the medical disability leave period. For the first four (4) months of the leave, the CFMC will continue to pay its regular premium payment with respect to the employee's participation in its group plans. The employee remains responsible for any employee contribution for dependent coverage. After four (4) months, the cost of such coverage, including the CFMC's share of the premium payment, becomes the responsibility of the employee. Coverage may be continued at the employee's own expense to the extent permitted by the group insurance plans.

This policy applies to employees who are on medical disability leave due to a non-work-related disability. The employee and the Vice President of Finance and Human Resources should agree upon a payment schedule before the employee's leave begins.

Procedures for Requesting Medical Disability Leave

Unless the circumstances render it impractical, medical disability leave must be approved in advance. Whenever possible, an employee should submit a written request for medical disability leave to the Vice President of Finance and Human Resources as soon as the employee is aware of the need for such leave. Any request for medical disability leave must be supported by medical certification from a health care provider which shall provide the following information: (a) the date on which the employee became disabled; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work at all or is unable to perform any one or more of the essential functions of his or her position without undue risk to himself, or to other persons. The certification should also explain what accommodations, if any, will assist the employee in performing the essential functions of his or her position.

Reinstatement after Medical Disability Leave

Each employee who has taken a medical disability leave must keep the Vice President of Finance and Human Resources advised of any change in the anticipated duration of the medical disability leave and must contact the Vice President of Finance and Human Resources at least two (2) weeks prior to the expiration of scheduled leave to discuss the employee's return to work. An employee desiring to return to work from medical disability leave shall be given the employee's former position or reinstated to an equivalent position to the extent required by law.

Each employee who has taken a medical disability leave must be released by a health care provider to return to work. The release should be in writing and submitted to the Vice President of Finance and Human Resources on or before the employee's return from medical disability leave. Should the healthcare provider indicate work restrictions upon return to work, the CFMC will engage in the interactive process to determine if the CFMC can reasonably accommodate the work restrictions without causing undue hardship to the CFMC.

7. Organ and Bone Marrow Donation

The CFMC will provide a leave for employees who have been employed by the CFMC for a minimum of 90 days in order for them to be able to donate organs and/or bone marrow as a medical necessity. The leaves are treated as followed:

Organ Donation – Paid leave up to 30 business days plus an additional 30 business days of unpaid leave, for a maximum total of 60 business days in any one-year period. Employees must utilize 2 weeks of earned but unused PTO if available.

Bone Marrow – Paid leave up to 5 business days in any one year period. Employees must utilize earned but unused PTO or sick time if available.

More than one leave may be approved for organ and/or bone marrow donation in each 12-month period (measured from the date the employee's leave begins consisting of 12 consecutive months), but total amount of leave in either category may not exceed the maximum allowed for the specific leave type. For example, an employee could take off twice during a 12 month period for Organ Donation leave as long as the total time taken did not exceed 60 days. Organ and Bone Marrow donation leave is not counted as CFRA.

Employees requesting organ or bone marrow donation leave may be required to have a healthcare provider certification prior to taking the leave stating that there is a medical necessity for the donation.

During the time the employee is off under either of these leave categories, the CFMC will continue to pay for group health insurance premiums at the same level as prior to the leave. In addition, the employee's leave does not constitute a break in the employee's continuous service for the purpose of the employee's right to salary adjustments, sick leave, vacation, paid time off, annual leave, or seniority.

Upon completion of the leave, a written approval by the healthcare provider is required to authorize a return to work. Should the healthcare provider indicate physical limitations upon return to work, the CFMC will engage in the interactive process to determine if the CFMC can reasonably accommodate the work restrictions without causing undue hardship to the CFMC. An employee who timely returns to work at the expiration of such leaves will be reinstated to their former position, or a comparable position, whenever possible and consistent with applicable laws.

8. Military Leave

If you are a full-time employee and are inducted into the United States Armed Forces, you will be eligible for re-employment after completing military service in accordance with applicable law.

Employees who serve in United States military organizations or state militia groups may take the necessary unpaid leave to fulfill this obligation, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused paid time off to the leave if they wish. However, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

The CFMC fully complies with the applicable law regarding military leaves of absence. Specific terms of the absence and of your rights to reinstatement, seniority, benefits, and compensation after a military leave are governed by state and federal law. For more information and details about these protections and the Uniformed Services Employment and Re-Employment Rights Act of 1994, please contact the Vice President of Finance and Human Resources.

9. School Discipline Leave

Any employee who is the parent or guardian of a child is eligible for a school discipline leave. The employee must have received a written notice from the principal of the school requesting their attendance at a conference to discuss the child's suspension from school. School discipline leave is not available to employees who voluntarily consult with school administrators regarding a child's performance in school.

The CFMC may require the employee to provide a copy of the notice received from the school, prior to granting school discipline leave, and may require documentation from the school as proof that the visit took place. The CFMC may ask the employee or the principal to briefly reschedule the conference if the employee's attendance at work is essential at the time originally scheduled. There is no limit to how frequently employees may be provided school discipline leave. Employees must first use accrued paid time off for school discipline leave. If an employee does not have any accrued paid time off available, the employee may take unpaid leave.

The CFMC will make reasonable efforts to maintain the confidentiality of an employee who requests School Discipline Leave.

10. School and Child Care Activities

The CFMC encourages employees to participate in school or day care activities of their child(ren). The CFMC will provide eligible staff members unpaid leave under the following conditions:

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- Parents, guardians, stepparents, foster parents, or grandparents, or a person who stands in loco parentis to, a child or children in a licensed day care facility, kindergarten, or in grades one to 12 may take unpaid time off for a day care or school activity, to find a school or licensed childcare provider, to enroll or reenroll a child, or to address childcare provider or school emergencies.
- School activities leave cannot exceed eight hours in any calendar month, or a total of 40 hours each year.
- Employees planning to take time off for school activities leave must provide as much advance notice as possible to their supervisor.

If you wish to take leave to enroll a child in school or with a childcare provider or to participate in a school or child-care related activity, you must provide reasonable advance notice to your supervisor. If you need to take leave to address a childcare provider or school emergency, you must provide notice to your supervisor as soon as practicable. You may be required to provide documentation from the school or child care provider verifying that you participated in the school or childcare activity.

If both parents of a child work for the CFMC, only one parent — the first to provide notice — may take the time off, unless the CFMC approves both parents taking time off simultaneously.

The employee may elect to use accrued PTO for this leave, otherwise leave under this policy is unpaid.

11. Emergency Duty Leave

The CFMC will provide unpaid leave to volunteer firefighters, reserve peace officers, and emergency rescue personnel when they are required to perform emergency duty. You are expected to notify your supervisor as soon as you are aware of the need to perform emergency duty. "Emergency rescue personnel" is defined as any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of California, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while the employee is actually engaged in providing emergency services.

12. Volunteer CA Wing of the Civil Air Patrol

The CFMC allows for an employee who has worked at least 90 days to take up to 10 days of unpaid leave per calendar year for volunteering in the CA Wing of the Civil Air Patrol (the civilian auxiliary of the US Air Force) to respond to emergency operational missions.

13. Domestic Violence, Sexual Assault or Stalking Leave and Accommodation

If an employee is the victim of domestic violence, sexual assault or stalking, time off may be necessary to seek judicial relief to help ensure the health, safety or welfare of the employee or a child. Unpaid leave will be given to any employee who needs time off to obtain any relief, including, but not limited to a temporary restraining order, a restraining order, or other injunctive relief from a court, or to appear in court. Unpaid leave may also be granted to allow the employee to seek medical attention for injuries caused by domestic violence, sexual assault or stalking, to obtain services from a domestic violence program, shelter, or rape crisis center, to obtain psychological counseling related to an experience of domestic violence, or to participate in safety planning.

If an employee needs time off from work for this purpose, reasonable advance notice must be provided to the Vice President of Finance and Human Resources in writing. If an unscheduled absence or emergency court appearance is required for the health, safety, or welfare of the employee or a child, the employee must provide certification of the absence within a reasonable time after the court appearance. Certification shall be any of the following:

- A police report indicating that the employee was a victim of domestic violence, sexual assault or stalking;
- A court order, restraining order, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, advocate for victims of sexual assault or stalking, health care provider, or counselor that the employee was undergoing treatment for injuries resulting from domestic violence, sexual assault or stalking.
- Any other form of documentation that reasonably verifies that the domestic violence, sexual assault, or stalking occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for a purpose authorized by this policy

The CFMC will make reasonable efforts to maintain the confidentiality of an employee who requests Domestic Violence, Sexual Assault, or Stalking Leave.

In addition to requesting leave, an employee who is a victim of domestic violence, sexual assault, or stalking may request a reasonable accommodation for the employee's safety at work by submitting a signed written statement certifying the accommodation is for the employee's protection, along with certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking (as required above for leave).

Upon receiving the request, the CFMC will engage in a good faith interactive process with the employee to determine effective reasonable accommodations.

14. Victims of Crime Leave

Employees who are victims of violent or serious felonies or felonies relating the theft or embezzlement or are the immediate family member of a victim of such crimes, can elect to use paid (PTO) or unpaid leave to attend the judicial proceedings related to the crime. For the purposes of the Victims of Crime Leave law, an immediate family member is a spouse, registered domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, and child of a registered domestic partner.

If feasible, the employee will be asked to provide advance notice to their supervisor. The employee will be asked to provide evidence of judicial proceedings.

In addition, you may take time off to appear in court, upon the victim's request, at any proceeding related to any of the following offenses against you or your spouse, registered domestic partner, parent, child, sibling, or guardian, or any proceeding in which a right of the victim is at issue:

- Vehicular manslaughter while intoxicated,
- Felony child abuse likely to produce great bodily harm or death,
- Assault resulting in the death of a child under eight years of age,
- Felony domestic violence,
- Felony physical abuse of an elder or dependent adult,
- Felony stalking,
- Solicitation for murder,
- A serious felony, such as kidnapping, rape, or assault with a deadly weapon,
- Hit and run causing death or injury,
- Felony driving under the influence causing injury, or
- Sexual assault.

If you need time off from work for one of these purposes, reasonable advance notice and certification supporting the absence must be provided, unless advance notice is not feasible. If an unscheduled absence occurs, you must provide certification of the absence within a reasonable time after the absence.

The CFMC will make reasonable efforts to maintain the confidentiality of an employee who requests Victims of Crime Leave.

X. Health and Safety

A. General Employee Safety

The CFMC is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The CFMC will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor or the Vice President of Finance and Human Resources for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

New employees must read and understand our Injury and Illness Prevention Program and our Disaster & Emergency Preparedness, Response and Recovery Plan. If you do not understand something that you have read, please refer your questions to the Vice President of Finance and Human Resources.

B. Security Inspections

The CFMC is committed to maintaining a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the possession, transfer, sale, or use of such materials on the CFMC premises is strictly prohibited. We ask for the cooperation of all employees in administering this policy. Desks or other storage devices may be provided for the convenience of employees, but remain the sole property of the CFMC. Accordingly, they, as well as any articles found within them, can be inspected by any agent or authorized representative of the CFMC at any time, either with or without prior notice.

C. Smoking

There will be no smoking or use of tobacco products or e-cigarettes permitted in the CFMC offices or within 15 feet of exterior doors, operable windows or ventilation equipment that draws outside air into the building.

D. Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to the Vice President of Finance and Human Resources. If you or another employee is injured, you must report it immediately to the Vice President of Finance and Human Resources. If medical attention is needed, you should seek medical attention immediately, or call 911 in the event of an emergency or serious injury.

XI. Employee Acknowledgements



Effective _____, 2023

This is to acknowledge that I have received a copy of the Employee Personnel Policies Handbook and understand that it contains important information on many of the CFMC's general personnel policies and on my privileges and obligations as an employee. The policies contained in this Employee Personnel Policies Handbook dated _____, 2023 apply to all employees and supersede and replace all previously communicated policies both in written and verbal form. I acknowledge that I am expected to read, understand, and adhere to these policies and will familiarize myself with the material in the handbook. Additionally, I agree to abide by any new or revised policy. I have been given an opportunity to ask questions about policies I do not understand.

I understand that I am governed by the contents of the handbook and that other than the policy of at-will employment, the CFMC may change, rescind or add to any policies, benefits or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice. The CFMC will advise employees of material changes within a reasonable time. I also understand that, because the CFMC cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the CFMC's policies or procedures, I should contact my supervisor or the Vice President of Finance & Human Resources. In addition, I commit to engaging in an ongoing, meaningful dialog with the CFMC regarding all matters of employment.

I further acknowledge and agree that employment with the CFMC is at-will, and may be terminated by either the CFMC or me at any time without cause or notice. This policy of at-will employment can be modified only in a written document signed by the President/CEO of the CFMC and me or my representative stating that it is modifying the at-will nature of my employment. Additionally, other terms and conditions of employment such as compensation, benefits, title, duties, and corrective action may be modified at the discretion of the CFMC. The terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me or my representative and the President/CEO with a statement that it is a modification to this Acknowledgment and at-will employment.

I understand it is my responsibility to read, understand, and comply with the provisions contained in the CFMC Employee Personnel Policies Handbook. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange for translation or explanation of the

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handbook, I will immediately notify my supervisor who will make arrangements for translation and/or explanation of the handbook to me.

I understand and agree that nothing in this Employee Personnel Policies Handbook is intended to interfere with my right to participate in concerted activity such as communicating with my co-workers regarding my wages, hours, or terms and conditions of employment, or with my right to self-organize or join labor organizations or any other rights protected under the National Labor Relations Act.

Employee Signature

Date

Print or Type Name

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XII. EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF THE PROHIBITED DISCRIMINATION, HARASSMENT, RETALIATION AND ABUSIVE CONDUCT POLICY

Please read the employee handbook, sign this acknowledgement, and return this acknowledgement to the Vice President of Finance & Human Resources within one (1) week.

This will acknowledge that I have received a copy of the Prohibited Discrimination, Harassment, Retaliation and Abusive Conduct Policy, which is contained in the CFMC Employee Personnel Policies Handbook, dated _____ 2023, and that I understand and will comply with the requirements of that policy at all times.

Employee's Name (Please Print)

Employee's Signature

Date

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