



**TRUCKEE TAHOE AIRPORT DISTRICT**

**EMPLOYEE HANDBOOK**



## **Welcome to Truckee Tahoe Airport District!**

Starting a new job is exciting, but at times, it can be overwhelming. This Employee Handbook has been developed to help you become acquainted with our District and answer many of your initial questions.

As an employee of Truckee Tahoe Airport District, you are very important. Your contribution cannot be overstated. Our goal is to provide the finest-quality customer service to our customers and District constituents. By satisfying our customers' and constituents' needs, we ensure they will continue to do business with us and will recommend us to others.

You are an important part of this process because your work directly influences our District's reputation.

We are glad you have joined us, and we hope you will find your work to be both challenging and rewarding.

Sincerely,

The Truckee Tahoe Airport District

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## A Word About This Handbook

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This Employee Handbook contains information about the employment policies and practices of the District. We expect each employee to read this Employee Handbook carefully, as it is a valuable reference for understanding your job and the District. The policies outlined in this Employee Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. The District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District. This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

The District complies with federal and state law and this handbook generally reflects those laws. The District also complies with any applicable local laws, even though there may not be an express written policy contained in the handbook.

The District reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook must be in writing and must be signed by the General Manager of the District. Changes to the policy regarding at will employment must also be approved by the Board of Directors. No oral statements or representations can change any of the provisions of this Employee Handbook.

The provisions of this Employee Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Handbook intended to create a contract guaranteeing that you will be employed for any specific time period. Any agreement to employment for a specified period of time will be put into writing and signed by the General Manager of the District.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by the Meyers-Milias-Brown Act (California Government Code section 3300 *et seq.*) including, but not limited to, the right to engage in concerted protected activity. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of these rights.

**OUR DISTRICT IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, EITHER YOU OR THE DISTRICT MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL UNLESS SUCH A CHANGE TO THIS POLICY IS APPROVED BY THE BOARD AND AUTHORIZED IN WRITING BY THE GENERAL MANAGER OF THE DISTRICT. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE DISTRICT IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE GENERAL MANAGER OF THE DISTRICT.**

This Employee Handbook refers to benefit plans maintained by the District at the time the Handbook was updated. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The District has adopted Personnel Policies set forth in Police Instruction 110, and employees are required to review and follow these policies. In event of a conflict between this handbook and the PI 110 policies, the policies shall control. Likewise, if a written employment contract is inconsistent with the Employee Handbook, the written contract is controlling.

## Equal Employment Opportunity

Our District is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In California, the following also are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; perceived pregnancy; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; lawful conduct occurring during nonworking hours away from District premises; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with the Human Resources Manager or any other designated member of management.

## Reasonable Accommodation Policy

Our District is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Human Resource Manager of the need for accommodation. Upon doing so, the Human Resource Manager may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals. The District will not seek genetic information in connection with requests for accommodation. All medical information received by the District in connection with a request for accommodation will be treated as confidential.

## A Word About our Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual. We seek to develop a spirit of teamwork - individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere at the lowest level possible. We take into account individual circumstances and the individual employee.

We firmly believe, that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## Harassment, Discrimination and Retaliation Prohibited

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The Truckee Tahoe Airport District is committed to providing equal employment opportunities to all employees and applicants without regard to any legally protected status, including but not limited to: age (40 or older), ancestry, color, religious creed (including religious dress and grooming practices), denial of family and medical care leave, disability (mental and physical), including HIV and AIDS, marital status, medical condition (cancer and genetic characteristics), genetic information, military and veteran status, national origin (including language use restrictions), race, sex (including pregnancy, child birth, breastfeeding and medical conditions related to pregnancy, child birth or breastfeeding), gender, gender identity and gender expression, sexual orientation, or any other protected status in accordance with all applicable federal, state and local laws.

In addition, the Truckee Tahoe Airport District is committed to providing a work environment that is free of unlawful harassment. In furtherance of this commitment, the District strictly prohibits all forms of unlawful harassment, including harassment on the basis of any protected status described above. All District employees will receive periodic training regarding prevention of harassment, discrimination and retaliation in accordance with applicable legal requirements.

Similarly, the District is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. This policy extends to all aspects of the District's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

The Truckee Tahoe Airport District will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the District and does not pose a direct threat to the health or safety of others in the workplace or to the individual. The District will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted.

### Scope

This policy prohibits unlawful discrimination and harassment in the workplace and applies to applicants and employees of the District, including supervisors and managers. The District prohibits managers, supervisors and employees from discriminating against or harassing co-workers as well as customers, vendors, suppliers, independent contractors and others doing business with the District. In addition, the District prohibits customers, vendors, suppliers, independent contractors and others doing business with the District from discriminating against or harassing the District's employees.

### Procedures

#### ***Examples of prohibited sexual harassment or discrimination***

Sexual harassment includes a broad spectrum of conduct, including harassment based on sex, gender, gender identity or expression, and sexual orientation. Examples of unlawful and unacceptable behavior include:

1. Unwanted sexual advances.
2. Offering an employment benefit (such as a raise, promotion or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as termination or demotion) for an employee's failure to engage in sexual activity.
3. Visual conduct, such as leering, making sexual gestures and displaying or posting sexually suggestive objects or pictures, cartoons or posters.
4. Verbal sexual advances, propositions, requests or comments.
5. Sending or posting sexually related messages, videos or messages via text, instant messaging or social media.

6. Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.
7. Physical conduct, such as touching, groping, assault or blocking movement.
8. Physical or verbal abuse concerning an individual's gender, gender identity or gender expression.
9. Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine or a woman is too masculine.

Fraternization behavior that does not rise to the level of a legal violation may still negatively impact District's mission or operations and thus violate this policy. For example, a District employee may not give preferential workplace treatment to another District employee (to the disadvantage of other workers) based on a romantic relationship with such other District employee, in particular where one is in a supervisory role. It is not the District's intention to dictate choices made in employees' personal lives with this Policy. Employees remain free to develop relationships and socialize outside the workplace during their personal time. However, romantic and personal relationships with co-workers can raise significant concerns in the workplace and sometimes lead to dissension, lack of productivity, and morale problems – for employees who are involved in the relationship as well as their co-workers. In addition, employees must understand that public employees are required to abide by high standards to insure a harassment-free workplace. If an actual, perceived or potential conflict or negative workplace issue exists as a result of a romantic relationship between District employees, the District may take whatever action it deems appropriate according to the circumstances up to and including but not limited to transfer, shift change, or termination. It shall be the District's right to determine – in its discretion – which employee will be transferred, have his or her shift changed, or be terminated.

### ***Other examples of prohibited harassment or discrimination***

In addition to the above listed conduct regarding sexually-related behavior, the District strictly prohibits harassment or discrimination concerning any other protected characteristic (listed above in the "Purpose" section). Such prohibited harassment includes:

1. Racial or ethnic slurs, epithets and any other offensive remarks.
2. Jokes, whether written, verbal or electronic.
3. Threats, intimidation and other menacing behavior.
4. Inappropriate verbal, graphic or physical conduct.
5. Sending or posting harassing messages, videos or messages via text, instant messaging or social media..
6. Other harassing or discriminatory conduct based on one or more of the protected categories identified in this policy.

Harassment of the District's customers, clients, vendors, suppliers, independent contractors or employees of the District's customers, clients, vendors, suppliers or independent contractors by the District's employees is also strictly prohibited. Any such harassment will subject an employee to disciplinary action, up to and including termination.

Finally, dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate, including in difficult situations, employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to his or her supervisor (or other person listed above) for investigation and appropriate action. Appropriate action will also be taken in response to violation of this policy by any nonemployee. Employees who have any questions about what constitutes harassing or discriminatory conduct should contact the Human Resources Manager.

### ***Reporting harassment or discrimination***

Any employee who feels comfortable doing so should let a fellow employee or other person (e.g. volunteer, contractor, member of the public) know when that person's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this Policy. However, employees are not required to handle these situations on their own. If an individual is not comfortable handling a situation directly, or if direct attempts are not immediately effective, the individual should immediately report the conduct through the channels described below

If an employee feels that he or she is being harassed or discriminated against in violation of this policy by another employee, supervisor, manager or third-party doing business with the District, the employee should immediately contact their immediate supervisor, Human Resource Manager, or District General Counsel. In addition, if an employee observes harassment or discrimination by another employee, supervisor, manager or nonemployee, the employee should immediately report the incident to the individuals identified above. Ideally, for confidentiality and efficiency reasons, keeping a complaint within one's "chain of command" is preferred, but it is not required. The key is to report the concern as soon as possible because nothing can be done to remedy the situation if the District does not know it exists.

### ***Supervisor Responsibilities***

All supervisors must report complaints of misconduct under this policy to the District's Human Resource Manager, General Manager or General Counsel immediately so the District can investigate and try to resolve the claim internally. Complaints about the General Manager should be made to the General Counsel or Human Resource Manager.

### ***Investigation Procedures***

All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be investigated as promptly as possible, and corrective action will be taken where warranted. All complaints of unlawful harassment or discrimination that are reported to management or to the persons identified above will be treated with as much confidentiality as possible, consistent with the need to conduct a thorough, fair investigation. Complaints will be investigated by impartial and qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress, and all investigations will be completely timely.

The California DFEH may also investigate and process complaints of harassment or discrimination. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay and damages. The toll free number from the DFEH is (800) 884-1684.

Employees' notification to the District is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting a harassment or discrimination problem. It is unlawful for an employer to retaliate against employees who oppose the practices prohibited by the California Fair Employment and Housing Act (FEHA), or who file complaints or otherwise participate in an investigation, proceeding or hearing conducted by the California Department of Fair Employment and Housing (DFEH) or the Fair Employment and Housing Commission (FEHC). Similarly, the District prohibits employees from hindering its internal investigations or its internal complaint procedure.

### ***Retaliation prohibited***

The Truckee Tahoe Airport District prohibits retaliation against those who report, oppose or participate in an investigation of alleged violations of this policy. Participating in an investigation of alleged wrongdoing in the workplace includes:

1. Filing a complaint with a federal or state enforcement or administrative agency.
2. Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the District regarding alleged unlawful activity.

3. Testifying as a party, witness or accused regarding alleged unlawful activity.
4. Associating with another employee who is engaged in any of these activities.
5. Making or filing an internal complaint with the District regarding alleged unlawful activity.
6. Providing informal notice to the District regarding alleged unlawful activity.

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The District strictly prohibits any adverse action or retaliation against an employee for participating in an investigation of alleged violation of this policy. If an employee feels that he or she is being retaliated against, the employee should immediately contact the Human Resource Manager at (530) 587-4119 x143. In addition, if an employee observes retaliation by another employee, supervisor, manager or nonemployee, he or she should immediately report the incident to the individual identified above.

Violations of this policy will result in discipline

Violation of this policy will subject an employee to disciplinary action, up to and including immediate termination. In addition, under California law, employees may be held personally liable for harassing conduct that violates applicable law.

Moreover, any supervisor or manager who fails to carry out their responsibilities under this Policy, and any employee who condones or ignores potential violations of this policy, will be subject to appropriate disciplinary action, up to and including termination.

**Fraternization Prohibited**

The District desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships or other fraternization between District employees.

It is not the District’s intention to dictate choices made in employees’ personal lives with this Policy. Employees remain free to develop relationships and socialize outside the workplace during their personal time. However, romantic, and personal relationships with co-workers can raise significant concerns in the workplace and sometimes lead to dissension, lack of productivity, and morale problems – for employees who are involved in the relationship as well as their co-workers. In addition, employees must understand that public employees are required to abide by high standards to insure a harassment-free workplace. For all of these reasons, the District will vigorously enforce this Policy consistent with all applicable federal, state, and local laws.

**Prohibited Relationships**

Supervisors are prohibited from becoming romantically involved with subordinate employees that they manage, directly or indirectly.

All employees, both supervisory or non-supervisory, are prohibited from fraternizing or becoming romantically involved with other employees of the District when, in the discretion of the District, their personal relationship may create or is creating a conflict of interest, disruption in the workplace, negative or unprofessional work environment, or presents concerns regarding supervision, safety, security or morale.

**Procedures**

Any employee who becomes romantically involved with any other employee in his or her supervisory chain, or supervisors who become aware of a romantic relationship between employees in the same supervisory chain, must notify their Department Director or the Human Resources Manager immediately of the existence of the relationship, so that a determination can be made as to whether the relationship presents an actual, perceived or potential conflict of interest or other negative workplace issue.

If an actual, perceived or potential conflict or negative workplace issue exists as a result of a romantic relationship between a supervisor and a subordinate, the District may take whatever action it deems appropriate according to the circumstances up to and including but not limited to transfer, shift change, or termination. It shall be the District’s right to determine – in its discretion – which employee will be transferred, have his or her shift changed, or be terminated, in the best interests of the District.

Any employee involved in a romantic relationship with an employee in his or her supervisory chain, or a supervisor who is aware of such a relationship, must advise their Department Director or the Human Resources Manager when any such relationship ends, so that a determination can be made as to whether a conflict of interest or similar issue exists and needs to be addressed.

Failure to disclose the existence of or end of a personal romantic relationship listed above may lead to disciplinary action, up to and including termination (of both employees and/or the supervisor who was aware of the relationship and failed to properly report it).

If, in the discretion of the District, an employee’s fraternization or personal relationship with another District employee (including non-romantic relationships) may create or is creating a conflict of interest, disruption in the workplace, negative or unprofessional work environment, or if the relationship presents concerns regarding supervision, safety, security or morale, the District may take whatever action it deems appropriate according to the circumstances, including but not limited to transfers, shift changes, or termination.

**Related Policies**

All employees should also remember that the District maintains a strict policy against unlawful harassment of any kind, including sexual harassment. Any employee who believes that he or she is being harassed as a result of a personal relationship or the end of a personal relationship should report his or her concerns immediately to the Human Resources Manager or other supervisor, as provided in that policy.

**Categories of Employment**

Upon hire, your supervisor will notify you of your employment classification.

**FULL-TIME REGULAR EMPLOYEES** regularly work between 32 and 40 hours per workweek. Such employees are on an introductory period during their first 180 days of employment. During this time, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

**TEMPORARY EMPLOYEES** are hired for a season, specific term or project, and typically work between 32-40 hours per week for such period.

Within the preceding categories, employees are also categorized as "exempt" or "non-exempt." Non-exempt are entitled to overtime pay as required by applicable federal and state law. Exempt employees are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws. Exempt employees are expected to work a minimum of 40 hours per week.

**Elected Officials and Public Appointees**

During the time of their term of office, all elected or appointed Directors and committee members are considered employees of the District for tax withholding purposes only, and they are covered by the District's workers' compensation policy.

Other provisions of this handbook do not apply to this category of officials, as their interaction with the District is governed by Policy Instruction.

**Work Hours and Schedules**

Hours of work are determined by job classification and scheduling. The following is a brief summary by job classification:

Classification	Example of Positions Covered	Work Schedule
Exempt – Class 1	Management level positions, including General Manager and Director positions	Typically work on varying schedules to provide seven (7) day/week supervision, for eight (8) hour workdays. Minimum of 40 hours per week.
Exempt – Class 2	Other Management Staff	Typically work five (5), eight (8) hour days Monday – Friday. Minimum of 40 hours per week.



Classification	Example of Positions Covered	Work Schedule
Non-exempt – Class 1	Office Staff	Monday through Friday for eight (8) hour workdays. A thirty (30) minute unpaid, duty-free meal period is to be taken by the employee, within the workday. Start time is typically between 0800 hours and 0900 hours.
Non-exempt – Class 2	Other Support Staff	Typically work on varying schedules throughout the year to provide presence during peak periods. A thirty (30) minute unpaid, duty-free meal period is to be taken by the employee, within the workday.
Non-exempt – Class 3	Operations/ Maintenance Technicians	Typically work four (4), ten (10) hour days either Sunday through Wednesday or Wednesday through Saturday. Start and finish times are determined by scheduling. A thirty (30) minute unpaid, duty-free meal period is to be taken by the employee, within the workday.
Non-exempt – Class 4	Operations/Maintenance Supervisors	Typically work four (4), ten (10) hour days. Start and finish times are determined by scheduling. A thirty (30) minute unpaid, duty-free meal period is to be taken by the employee, within the workday.

**Anniversary Date**

The first day you report to work, as a full-time regular employee, will be recorded in District records as your anniversary date. This date may be used to calculate many different District benefits. If you have any questions regarding your anniversary date, please see the Human Resource Manager.

**Driver's License/Driving Record**

Employees in positions where the operation of a motor vehicle is an essential duty of the position, must present and maintain a valid driver's license and acceptable driving record to our insurer. Changes in your driving record must be reported to the Human Resource Manager immediately. Violations of this policy may result in immediate termination of your employment.

## **Bonding Requirement**

Certain positions in the District require employees to be bonded. It is the responsibility of the employee to ensure (s)he is bondable and to maintain bondable status. The District will pay the full cost of bonding. Violations of this policy may result in immediate termination of your employment.

## **Immigration Reform and Control Act**

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, our District is committed to employing only individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the District.

## **New Employee Orientation**

Upon joining our District, you were given this copy of our Employee Handbook and an opportunity during work time to review it. After reading this Employee Handbook, please sign the receipt page and return it to the Human Resource Manager. You will be asked to complete personnel, payroll and benefit forms.

If you lose your Employee Handbook or if it becomes damaged in any way, please notify the Human Resource Manager as soon as possible to obtain a replacement copy.

While we try to anticipate employee concerns and address them in the Handbook, it is not possible to anticipate every question or concern. Please ask questions and seek clarification. The Human Resource Manager is a good source of information about handbook policies and procedures.

## **Suggestions and Ideas**

We are always interested in your constructive ideas and suggestions for improving our operations. Your suggestions should be submitted in writing to the General Manager.

After we consider your suggestion, you will be notified whether it is feasible to be put into practice.

## Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to your Immediate Supervisor so that the problem can be settled by examination and discussion of the facts. We hope that your Immediate Supervisor is able to satisfactorily resolve most matters.

If you still have questions after meeting with your Immediate Supervisor or if you would like further clarification on the matter, request a meeting with the Departmental Director. (S)he will review the issues and meet with you to discuss possible solutions.

Finally, if you still believe that your problem has not been fairly or fully addressed, request a meeting with the General Manager.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

If at any time you do not feel comfortable speaking with your Immediate Supervisor or the next level of management, discuss your concern with any other member of management with whom you feel comfortable.



# Your Pay and Progress

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## Recording Your Time

Non-exempt employees must record their hours on our timekeeping system.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift
- Immediately after finishing work before your meal period
- Immediately before resuming work after your meal period
- Immediately after finishing work
- Immediately before and after any other time away from work (excepting only the normal morning and afternoon paid break periods)

Employees must punch in/out as close to their scheduled shift time as possible, but no more than 3 minutes before or after their shift.

Exempt employees are also required to accurately record their time and account for absences where accrued leave is utilized. Exempt employees are expected to work a minimum of 40 hours per week.

All employees subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday at 12:01 a.m. and ends on Saturday at 12:00 a.m.

## Payday

You will be paid biweekly on Friday for the period that ends the Saturday before payday.

When our payday is a holiday, you normally will be paid on the last working day before the holiday.

You may pick up your paycheck after 2:00 p.m. from the Administrative Offices.

Please review your paycheck for errors. If you find a mistake, report it to your direct supervisor immediately. Your supervisor will assist you in taking the steps necessary to correct the error.

## Paycheck Deductions

The District is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes, and retirement programs. Depending on the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. Tax-related deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

The District may make deductions from exempt employees' salaries in a way that is permitted under applicable federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Exempt employees may be subject to the following salary deductions:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or
- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of an employee's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, employees may discuss and resolve them with the Immediate Supervisor. If an error is found, you will receive an immediate adjustment which will be paid no later than on the next regular payday.

## **Garnishment/Child Support**

When an employee's wages are garnished by a court order, our District is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Our District will, however, honor applicable federal and state guidelines that protect a certain amount of an employee's income from being subject to garnishment. Employees subject to court-ordered garnishment should proactively work with the Finance team to ensure accurate pay.

## **Direct Deposit**

You have the option of receiving your pay in a payroll check or having your pay deposited into your bank account through our direct deposit program. If you wish to use direct deposit, please contact the Director of Finance and Administration. Per California State Law, the District cannot require you to use direct deposit.

## **Performance Reviews**

Your performance is important to our District. Annually, generally in December, your Immediate Supervisor will review your job progress within our district and help you set new job performance plans. You may be given a mid-year review to determine the status of goals set during the annual review.

Our performance review program provides the basis for better understanding between you and your Immediate Supervisor, with respect to your job performance, potential and development within the District.

New regular full-time employees will generally also be reviewed at the end of their introductory period.

## Job Descriptions

The District maintains a job description for each position in the District. The job description outlines the essential duties and responsibilities of the position. When the duties and/or responsibilities of a position change, the job description is revised to reflect those changes. If you have any questions or wish to obtain a copy of your position job description, please see the Human Resource Manager. If you believe the duties or requirements of your position have materially changed from those reflected in the job description, please notify the Human Resource Manager as soon as possible.

## Promotions and Transfers

We believe that career advancement is rewarding for both the employee and the District. We will promote qualified employees to new or vacated positions whenever possible. In addition, your Immediate Supervisor is available to discuss transfer opportunities with you.

Jobs may be posted in-house. If you are interested in applying for one of these positions, notify your immediate supervisor and contact the person indicated on the notice.

## Shift Exchanges

If you wish to exchange shifts with a co-worker or change shifts or hours within the section you are currently employed, you must obtain your Supervisor's approval in advance. Such approvals are within the discretion of your immediate supervisor, who will make every reasonable effort to accommodate you, but operational concerns and District priorities (such as limited overtime expenses) shall take precedence over employee requests. You may not exchange or work another employee's shift without the prior written approval of your Supervisor.

From time to time, the District will reassign employee shifts and focus areas based on assessment of need (e.g. to cover a planned absence), complementary capabilities of individual employees, professional development of employees, and changes in business tempos. Every effort shall be made to coordinate these changes with as much advance notice as possible. Individual employees can assist both supervisors and their co-workers' plans by coordinating absences as soon as possible.

## Pay Raises

Depending upon your performance and our District's profitability, adjustments in your pay may be made when there has been an improvement in, or sustainment of, an already good performance during the review period.

## Pay Advances

Pay advances will not be granted to employees.



## Overtime

There will be times when you will need to work overtime so that we may meet the needs of our customers. Although you will be given advance notice when feasible, this is not always possible. Non-exempt employees must have all overtime approved in advance by their Immediate Supervisor.

Non-exempt team members will be paid at a rate of time and one half their regular rate of pay for hours worked in excess of 40 hours in a workweek and will be paid double time of their regular rate of pay for hours worked in excess of 12 hours in a day.

We may allow employees to make up time for work missed within the same workweek because of their personal obligations. Employees who wish to do so must provide their Immediate Supervisor with a written and signed request for each occasion that they desire to make up time, and it is within the supervisor's discretion whether to approve such request. However, an employee who makes up missed time in the same workweek will not be paid overtime for the additional hours of work on a given day unless they exceed 12 hours actually worked on that day or total more than 40 hours actually worked in that week. Worked hours in excess of 12 per day that also contribute to hours in excess of 40 per week are paid at the applicable premium rate only once (i.e., no double counting).

Only actual hours worked count toward computing weekly overtime. Leave hours are excluded.

If you have any questions concerning overtime pay, check with your Immediate Supervisor.

**Time Away From Work and Other Benefits**

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## Employee Benefits

Our District has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefits represent a hidden value of additional income to our employees.

This Employee Handbook describes the benefit plans maintained by the District at the time of the most recent handbook update. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

The District reserves the right to modify and/or terminate its benefits at any time. We will keep you informed of any changes.

## California Public Employees Retirement System (CalPERS)

Upon hire, full-time regular employees are eligible to participate in CalPERS. Temporary employees may be eligible to join CalPERS depending on their hours worked, and any temporary employees who are already members of CalPERS prior to joining the District will continue to be treated as CalPERS members during District employment. Employees participating in CalPERS do not pay into the Federal Social Security program. Employees are fully vested in the plan after five years of service. The employees contribute a percentage of up to 8% of their gross pay each pay period to participate in CalPERS. The percentage is determined each June for the following fiscal year July through June.

For further details, see the Director of Finance and Administration or contact CalPERS directly.

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## Holidays

Full-time regular employees are eligible for paid holidays immediately upon hire.

Our District normally observes the following holidays during the year:

- January 1
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- December 25

If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.

Non-exempt employees must work their scheduled workday before and after the holiday in order to be paid for the holiday, unless they are absent with prior permission from their supervisor.

Recognizing that the Airport is open every day, including the above listed holidays, the District provides employees a Holiday Bank to allow some flexibility in when they will be paid for holiday time. Temporary employees are not eligible for holiday pay. Full-time regular exempt and non-exempt employees have the option to accrued up to 88 holiday hours (11 designated holidays) in their holiday bank. Exempt employees may “bank” a holiday if they work that day and use the banked hours to take an alternate day off. Employees may choose to use the banked hours for time off, or have those hours paid out, subject to the procedures detailed below.

Eligible employees will accrue 8 hours of holiday time in the pay period the holiday occurs. The 8 hours will be added to the employee’s Holiday Bank, reported on the pay stub, to a maximum of 88 hours. If an employee’s Holiday Bank will exceed 88 hours with the addition of a particular holiday, the excess hours will be paid out.

Employees scheduled to work the holiday will do so unless they coordinate with the Supervisor for the day off. Employees scheduled to work a designated holiday may request that day off using the District’s online timekeeping system. Employees who normally work 10-hours shifts, and are authorized the day off, shall have the holiday hours paid out, but have the option of taking the other two hours without pay or using two vacation hours to receive full pay for the day.

Employees may, at any time, request payment of holiday hours on their account. The request should be entered into the timecard and approved by the supervisor, and the time will be paid in the pay period the request was received. Holiday time can only be paid out at a minimum of 40-hour blocks.

Employees who would like to use Holiday Bank time for time off will indicate that they wish to use “Holiday” time in the District’s online timekeeping system.

### Vacation

<b>Years (Months) of Service</b>	<b>Annual Vacation Eligibility Hourly Employees</b>	<b>Annual Vacation Eligibility Hourly Supervisor Employees</b>	<b>Annual Vacation Eligibility Exempt Employees</b>
First day of 1st year – last day of 4th Year	Up to a maximum of eighty (80) hours in any one (1) year. (10 days) Accrual Rate: 3.077	Up to a maximum of one-hundred-twenty (120) hours in any one (1) year. (15 days) Accrual Rate: 4.615	Up to a maximum of one-hundred-sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154
First day of 5th year – last day of 9th Year	Up to a maximum of one-hundred-twenty (120) hours in any one (1) year. (15 days) Accrual Rate: 4.615	Up to a maximum of one-hundred-sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154	Up to a maximum of two-hundred (200) hours in any one (1) year. (25 days) Accrual Rate: 7.692
First day of 10th year – last day of 14th Year	Up to a maximum of one-hundred-thirty-six (136) hours in any one (1) year. (17 days) Accrual Rate: 5.231	Up to a maximum of two-hundred (200) hours in any one (1) year. (25 days) Accrual Rate: 7.692	Up to a maximum of two-hundred-sixteen (216) hours in any one (1) year. (27 days) Accrual Rate: 8.308

All full-time regular employees are eligible for vacation.

Years (Months) of Service	Annual Vacation Eligibility Hourly Employees	Annual Vacation Eligibility Hourly Supervisor Employees	Annual Vacation Eligibility Exempt Employees
First day of 15th year – last day of 19th Year	Up to a maximum of one-hundred- sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154	Up to a maximum of two-hundred-sixteen (216) hours in any one (1) year. (27 days) Accrual Rate: 8.308	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) Accrual Rate: 9.231
First day of 20th year and each year thereafter	One-hundred-sixty (160) hours + 1 day (8 hours) per year of service in any one (1) year	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) + an Additional 8 hours per year of service in any one (1) year. Accrual Rate: 9.231	Up to a maximum of two-hundred-forty (240) hours in any one (1) year. (30 days) + an Additional 8 hours per year of service in any one (1) year. Accrual Rate: 9.231

Consult the Director of Finance and Administration for detailed information on how the dollar amount of your vacation pay is calculated and the amount you are entitled to receive.

Vacation time is given to employees so that they are better able to perform their jobs when they return. For this reason, we require employees to take their vacation and we do not permit employees to take pay in lieu of time off.

Submit vacation requests in writing at least two weeks in advance (if more than two continuous days are requested) to your supervisor. When possible, vacation requests are granted in accordance with employee requests, but may be denied in light of District operational concerns including minimizing overtime expenses. Length of employment may determine priority in scheduled vacation times when employee requests conflict.

A maximum of 280 vacation hours may be accumulated by non-exempt non-supervisory employees. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 360 hours accumulated. A maximum of 360 vacation hours may be accumulated by non-exempt supervisory employees.

In addition to regular accruals, Exempt-status salaried employees receive an additional two (2) weeks paid vacation as an added benefit for the additional hours of work that is expected from them during certain times of the year. Exempt-status salaried employees may accumulate a maximum of 360 vacation hours. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 360 hours accumulated.

Employees who are out on a leave of absence and are not utilizing District-paid leave do not accrue vacation time while they are on their leave.

No more than two consecutive work days of vacation may be taken at one time without 2 weeks prior notice and special management approval.

Upon discharge, employees will be paid for accrued but unused vacation.

## Compensatory Time

Non-exempt employees working in excess of a forty (40) hour workweek shall be paid overtime compensation at an hourly rate of one and one-half (1.5) times their regular rate. At their option, such non-exempt employees may choose, through a prior agreement with the District, to be able to be compensated for overtime work through “compensatory time off” (“CTO”) at the rate of one and one half (1.5) hours of compensatory time off per overtime hour worked instead of receiving cash payment. Overtime is calculated pursuant to federal law. Only hours actually worked will be counted when calculating overtime pay. This excludes paid leave time of any kind. All overtime worked must be pre-approved in accordance with District policy.

The decision to receive overtime pay or CTO credit shall be designated on the employee’s timecard prior to submission. Compensatory time off may be accrued up to a maximum of eighty (80) hours. If the employee accrues more than eighty (80) hours of CTO, the employee will be compensated with overtime pay for overtime hours worked until their accruals fall below the cap. All unused CTO will be cashed out to the employee on the last pay period of each fiscal year.

Upon request for use of CTO leave made in accordance with District policy, the District will grant an employee’s request to use accumulated CTO within a reasonable period after the request is made, unless, in the District’s discretion, doing so would unduly disrupt District operations.

If an employee has any unused CTO accrued at separation from District employment, the employee shall be paid for such unused compensatory time off at the employee’s final regular rate of pay or as otherwise required by law. If an employee’s FLSA status changed from non-exempt to exempt during the current fiscal year, payout of compensatory time shall be provided to employee (at the then-current regular rate of pay) prior to the change in status. The District reserves the right to cash out an employee’s accrued CTO leave, in whole or part, at any time, at its sole discretion.



## Sick Days – Full-time Regular Employees

Full-time regular employees are eligible for paid sick days each year. Eligible employees earn 3.69 hours for each pay period worked during the year. Up to a maximum of 12 eight-hour days may be earned each year, and there is no accrual cap for sick leave. Full-time regular employees are eligible to use accrued sick days taken immediately upon hire, but no sick leave can be used prior to accrual. Sick leave is not discretionary leave, but rather may only be used for the purposes set forth here and in the following “Paid Sick Leave” section of this handbook. Misuse or abuse of sick leave is subject to corrective action up to and including discharge from employment. The District reserves the right to require verification of sick leave eligibility in circumstances indicating possible misuse or abuse of sick leave.

All employees may use up to one-half of their annual allotment of accrued and available sick days for absences to attend to an illness of the employee’s child, the child of the employee’s registered domestic partner, the employee’s parent, registered domestic partner or spouse, on the same terms the employee is able to use sick day benefits for the employee’s own illness or injury.

Employees are expected to notify their Supervisor by telephone or text message (not email) as soon as possible of the need for sick leave, but not less than 2 hours prior to the scheduled beginning of the employee’s shift.

Employees are not paid for any unused sick days. However, if you do not use your sick days during the year, you can carry them into the following year.

Employees who are separated from employment with the District in good standing will be paid their accrued sick leave up to 240 hours at their final rate of pay. If the employee retires from the District within 120 days of their date of separation, they may elect to convert the accrued sick leave to CalPERS service credit in lieu of being paid for the hours. A retiring employee with accrued sick leave may elect to have any hours up to 240 hours of sick leave paid and any remaining sick hours accrued may be converted to CalPERS service credit.

## **Paid Sick Leave – Part time/Seasonal Employees**

An eligible temporary employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick leave as described below.

Eligible employees shall accrue paid sick days at the rate of not less than one hour per every 30 hours worked, beginning at the commencement of employment.

Eligible employees are entitled to use accrued paid sick days beginning on the 90th day of employment. The rate of pay shall be the employee's hourly wage. The actual dollar amount that you receive may vary according to your compensation plan.

Paid sick leave is not discretionary leave, but rather accrued paid sick leave may be used for:

1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
2. For an employee who is a victim of domestic violence, sexual assault, or stalking: to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his/her child; to seek medical attention for injuries caused by domestic violence, sexual assault, or stalking; to obtain services from a domestic violence shelter, program or rape crisis center; to obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Family members include spouses, registered domestic partners, grandparents, grandchildren, siblings, children, and parents as defined by state law.

If the need to use paid sick leave is foreseeable, you must provide the District with reasonable advance notification.

If the need to use paid sick leave is not foreseeable, please provide notice to your Immediate Supervisor of your intent to use paid sick leave as soon as practicable by telephone or text message at least two hours in advance of the scheduled beginning of your shift.

Leave for this purpose may not be taken until it has actually accrued.

Misuse or abuse of sick leave is grounds for corrective action up to and including discharge from District employment. The District reserves the right to require verification of sick leave eligibility in circumstances indicating possible misuse or abuse of sick leave.

Temporary employees are not paid for any unused sick days upon departure from District employment. However, if you do not use your sick days during the year, you can carry them into the following if you are re-hired within 12 months of departing. At that time, you will have your sick leave balance from the time of

departure reinstated, and then will have an additional 24 hours of sick leave deposited on your 90<sup>th</sup> day of work.

## **Pregnancy Disability Leave**

Female employees are eligible for an accommodation or an unpaid leave of absence up to four (4) months (i.e. the working days you would normally work in one-third of a year, or 17 1/3 weeks, unless your hours vary from month to month, in which case the District will use a monthly four-month average of the hours worked prior to commencing leave) for disabilities relating to pregnancy, childbirth or related medical conditions per pregnancy. Employees affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such transfer is medically advisable and can be reasonably accommodated. Where transfers are made based on the employee's health needs, the employee will receive the pay that accompanies the alternative position.

Pregnancy Disability Leave (PDL) may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. PDL may be taken consecutively or intermittently. The amount of leave needed is determined by your health care provider's recommendation.

At your option, you can use any accrued vacation time as part of your pregnancy disability leave before taking the remainder of your leave on an unpaid basis. We require, however, that you use any available sick leave during your pregnancy disability leave. The substitution of any paid leave will not extend the duration of your pregnancy disability leave.

Health benefits will continue for the duration of PDL under the same terms and conditions (including required employee premium contributions) as would normally apply when the employee is working.

Employees who are granted leaves for pregnancy will be returned to their same or similar position to the extent required by state law. Upon the advice of your health care provider, you may also be entitled to reasonable accommodation, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. You should promptly notify the District of the need for a reasonable accommodation. In addition, a transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties may be available pursuant to your request, if such a transfer is medically advisable.

You must give the District at least 30 days' advance notice if your need for pregnancy-related disability leave, reasonable accommodation, or transfer is foreseeable. Otherwise, please give the District notice as soon as is practicable if the need is an emergency or unforeseeable.

Prior to the start of PDL, the District will require a written medical certification indicating that you are disabled because of pregnancy, or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or duties or otherwise to be reasonably accommodated. The certification should include an anticipated date when you will be able to return to your job or job duties. In the event your leave exceeds the anticipated date of return, it is your responsibility to provide further certification from your health care provider that you are unable to perform your job or job duties and the revised anticipated date of return.



Employees returning from PDL must submit a health care provider's verification of their fitness to return to work as a condition of returning to active employment. Employees who do not report to work promptly at the end of PDL will be deemed to have voluntarily resigned. Employees who choose not to return from such leave may be required to refund premium payments made by the District on their behalf, when permitted by state law.

## **New Parent Leave**

Eligible employees may take new parent leave under California's New Parent Leave Act to bond with a new child within one year of the child's birth, adoption, or foster care placement, under the circumstances set forth below. Employees should direct any questions to the Human Resources Manager.

To be eligible for New Parent Leave, employees must (1) have more than 12 months of service with the District during the 12-month period prior to the date on which the leave is to commence; (2) have at least 1,250 hours of service with the District during the previous 12-month period; and (3) work at a worksite in which the District employs at least 20 employees within 75 miles.

Leave under the New Parent Leave Act is unpaid, although employees are entitled to utilize accrued vacation pay, paid sick time, CTO, or other paid or unpaid time off negotiated with the District, during such leave. Also, employees may be eligible for Paid Family Leave wage replacement/insurance benefits administered as part of the California State Disability Insurance program during a New Parent Leave.

During New Parent Leaves, the District will continue to pay for employees' participation (if applicable) in the District's group health plan for the duration of the leave but not to exceed 12 weeks over the course of a 12-month period, commencing on the date that the parental leave began, at the level and under the conditions that would have been provided if the employee had continued to work in his or her position for the duration of the leave. Thus, the employee must continue to pay his or her share of any group health plan premiums during the leave. If an employee has other voluntary plans and/or dependent medical insurance coverage, he/she also will be required to pay the regular contributions for those benefits while on leave.

The District may recover the premiums that it paid for maintaining coverage for the employee under any group health plans, if (1) the employee fails to return from leave after the expiration of the period of leave to which he/she is entitled, and (2) such failure to return is for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control.

Eligible employees who take New Parent Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to New Parent Leave, the District is not required to grant them combined leave in an amount beyond that available to one eligible parent.

The District will not discriminate in any way against an employee because the employee exercised New Parent Leave rights or gave information or testimony as to the employee's or another person's New Parent Leave, and it will not interfere or limit in any way the exercise or attempted exercise of any such rights.

## **General Leave Provisions**

The District may grant unpaid general leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to keep in touch with your Supervisor or the Director of Finance and Administration during your leave and to give prompt notice if there is any change in your return date.

Should a leave or an extension be requested and granted providing for leave longer than twelve (12) weeks in any twelve (12) month period, such leave or extension will generally not contain a guarantee of reinstatement to the same or an equivalent position except as required by law. The District will grant leaves and extensions in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. You will be advised at the time the leave or extension is granted what conditions apply to that leave or extension.

It is understood that you will not obtain other employment or apply for unemployment insurance while you are on a general leave of absence. Acceptance of other employment while on leave or failure to return on the day agreed without prior approval, of the District will be treated as a voluntary resignation.

### **Seniority during General Leave of Absence**

Employees will not accrue seniority during a general leave of absence but will not forfeit previously accrued seniority as a result of a leave, provided they return to work at the time designated in the approved leave request, or have not been terminated during the leave.

### **Accrual of Benefits**

Employees will not accrue benefits (such as vacation, sick leave, holidays, etc.) during an approved unpaid general leave of absence.

### **Coordination of Benefits**

Accrued vacation and sick leave (if applicable) may be used during a general leave of absence, upon request, but will be coordinated with any state disability benefits for which the employee may be eligible if on a medical leave.

### **Contributions to a Group Health Plan While on Leave**

The District will continue to pay your medical insurance premium for a maximum of twelve (12) weeks, or through the completion of the calendar month the 12th week falls within, if on a medical leave for an illness or injury. The employee is required to pay the District the employee's share of the insurance cost during this any eligibility period, while you are on leave. If you do not pay the District your share of the insurance cost on a timely basis, the District has the right to discontinue paying your premium, and will provide you with COBRA documents. Employees who are authorized a General Leave of Absence shall be eligible for payment of medical insurance by the District for the duration covered by accrued vacation/sick time. Payments for medical insurance in excess of accrued vacation/sick time, up to the 12 week maximum, shall be the sole responsibility of the employee (the employee shall be billed 100% of the premium). If the leave is extended beyond these authorized times, you have the option to continue your health insurance coverage under COBRA guidelines.

### **Job Status on Return from Authorized Leave**

Where not otherwise required by law, the District will endeavor to hold a particular job open during a leave up to twelve (12) weeks, but cannot otherwise guarantee to hold a particular job open during a general leave of absence.

## **Conditions Related to Termination during General Leave**

During the period of the leave, any employee engaging in gainful employment, including self-employment, unless agreed to in writing by the District, or who fails to return to work on the day agreed without prior approval of the District, will be considered to have voluntarily resigned.

## **Jury Duty**

Employees summoned for jury duty are granted a leave in order to serve if they give reasonable advance notice to the Human Resource Manager that they will need time off to serve.

Full-time regular employees summoned for jury duty are paid their normal rate of pay for up to ten days. Thereafter, the leave is unpaid, although sick or vacation time may be used. All other employees are granted an unpaid leave in order to serve.

We reserve the right to request proof of jury service issued by the Court upon return. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the Human Resource Manager as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

## **Voting Leave**

Our District believes that every employee should have the opportunity to vote in any state or federal election, general primary or special primary. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours off in order to vote. We reserve the right to select the hours you are excused to vote.

Notify the Human Resource Manager of the need for voting leave as soon as possible.

## **Military Leave**

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Human Resource Manager and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the District unless military necessity makes this impossible. You must notify the Human Resource Manager of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leave may be obtained from the Human Resource Manager.

## **Family Military Leave**

An employee who works an average of 20 or more hours per week whose spouse is a member of the Armed Forces, National Guard or Reserves that has been deployed during a period of military conflict is eligible to receive up to 10 unpaid days off when their spouse is on leave from military deployment.

You must provide the Human Resource Manager with notice of your intention to take leave within two business days of receiving official notice that your spouse will be on leave from deployment. Employees taking family military leave must also provide the District with written documentation certifying their spouse will be on leave from deployment.

## **Civil Air Patrol Leave**

An employee who is a voluntary member of the California or Nevada Wing of the Civil Air Patrol will be permitted no less than 10 days of unpaid leave per calendar year in order to respond to an emergency operational mission as defined by state law.

In order to qualify for leave under this policy, an employee volunteer member must be employed by the District for at least 90 days immediately preceding the commencement of leave. The employee must give the District as much notice as is possible of the intended leave dates. Leave for a single emergency operational mission shall not exceed three days, unless an extension of time is granted by the governmental entity that authorized the emergency operational mission and the extension of the leave is approved by the District.

The District may require certification from the proper Civil Air Patrol authority to verify the employee's eligibility for leave. The District reserves the right to deny the leave request if the employee fails to provide the required certification.

Upon expiration of the leave, the District will restore the employee to his or her position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to use of the leave under this policy.

This policy does not apply to employees who serve as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency operational mission.

Employees may substitute accrued vacation for unpaid leave, but are not required to exhaust accrued leave prior to taking leave under this policy.

### **Witness Leave**

Employees are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Human Resource Manager of the need to take witness leave as far in advance as is possible.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

### **Bone Marrow and Organ Donation Leave**

Employees are eligible to receive up to 30 business days of paid leave to serve as an organ donor and up to five business days of paid leave to serve as a bone marrow donor in a one-year period. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

Employees must be employed by the District for at least 90 days immediately preceding the commencement of leave and request leave in writing.

When available, the employee must utilize up to five business days of accrued but unused sick or vacation leave for initial bone marrow donation leave and up to two weeks of accrued but unused sick or vacation leave for initial organ donation leave.

Please provide the Human Resource Manager with written physician verification of the purpose and length of each leave.

For more information regarding this leave, please see the Human Resource Manager.

## **School Visitation Leave**

If an employee, who is the parent or guardian of a child who is suspended, is required to appear at the child's school, the employee may take time off without pay if they provide reasonable advance notice to the Human Resource Manager of the need for time off.

Employees who are the parent, guardian, or grandparent having custody of children in grades K-12, or of children attending a licensed daycare facility, are allowed up to 40 hours of leave without pay per calendar year to participate in activities of their child's school or daycare facility unless employed at a work site with less than 25 employees. This leave should not exceed eight hours in any calendar month. Requests for such leave must be made in advance of the planned absence and employees must provide documentation from the school or daycare facility as proof of their participation in school or daycare activities.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **Bereavement Leave**

Full-time regular employees who have completed one month of employment are eligible for up to five (5) days off for the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, and children of registered domestic partners, grandchildren, grandparents, parents-in-law and parents of registered domestic partners.

Full-time regular employees who have completed one month of employment are eligible for unpaid days at the discretion of your immediate Supervisor to attend the funeral of aunts, uncles, nieces and nephews.

Bereavement leave will be charged against your accrued sick time. Alternatively, accrued vacation time will be used if you do not have enough sick time available. Lastly, if you do not have sufficient time off accrued, the time will be unpaid.

Requests for bereavement leave should be made to your immediate Supervisor as soon as possible. Our District reserves the right to request written verification of an employee's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

**Domestic Violence Leave**

The District will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a victim or his or her child.

The District will also not discriminate against an employee who is a victim of domestic violence or sexual assault for taking time off from work to seek medical attention for injuries caused by such domestic violence or sexual assault, to obtain services from a domestic violence or sexual assault program, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected employees must give the District reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the District will take no action against affected employees if, within a reasonable time after the appearance, they provide the District with documentary evidence that their absence was required for any of the above reasons.

This leave will be unpaid. However, affected employees may use vacation, personal leave or other accrued time off (if available).

**Medical Leave of Absence  
(Off-the-Job Illness/Injury)**

Leave of absence without pay due to illness, injury or other disabling condition, other than pregnancy (to which the Pregnancy Disability Leave policy applies), may be granted to employees by the General Manager, provided the employee submits a written request for such leave and furnishes a physician's certificate which states the necessity for such leave.

Any authorized medical leave of absence shall be for a reasonable period required by the medical condition, not to exceed twelve (12) weeks except as may be required by law. Extensions of no more than two additional months, with proper medical documentation, may be granted at the discretion of the General Manager.

Employees may use any available vacation at their request, and sick leave will be applied if eligible.

All employees on a medical leave should consult the Human Resource Manager regarding state disability insurance and any forms that the District may require to be submitted PRIOR to the start of the leave.

**Workers' Compensation Leave of Absence  
(On-the-Job Illness/Injury)**

An employee who suffers a work-related injury or illness is eligible for a workers' compensation leave of absence, which will run concurrently with any other applicable leaves required by law. Workers' compensation eligibility and benefits (treatment and wage replacement) are governed by applicable state law.

Notification requirements are the same as those for non-occupational injuries or illnesses. If an employee is released for full or partial duty, the employee will be returned to work if partial duty can be accommodated.

## **Victims of Felony Crimes Leave**

The District will grant reasonable and necessary leave from work without pay to employees who are victims, or whose spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or child of a registered domestic partner is a victim of a violent or serious felony or felonious theft or embezzlement, for the purposes of attending legal proceedings related to the crime.

Affected employees may elect to use accrued paid vacation, CTO, and/or sick leave in lieu of unpaid leave.

When feasible, affected employees must provide the District with advance notice of the employee's need for leave, including a copy of the notice of the scheduled proceeding. If advance notice is not feasible, affected employees must provide documentation evidencing the legal proceeding requiring the employee's absence within a reasonable time after leave is taken.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

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## **Medical Insurance**

Eligible full-time regular employees may enroll in single or a family coverage on the first of the month following one month of employment. Eligibility may be defined by law and/or by the insurance plan.

Information and enrollment forms may be obtained from the Human Resource Manager.

To assist you with the cost of this insurance, our District pays a portion of a single and family premium. You are responsible for paying the balance through payroll deduction.

Participating employees are also covered under our medical insurance plan's prescription drug program.

A booklet containing the details of the plan and eligibility requirements may be obtained from the Human Resource Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be eligible for continuation or conversion of the group medical insurance plan at your own expense in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the Director of Finance and Administration.



## Dental Insurance

Eligible full-time regular employees may enroll in a single, or a family contract on the first of the month following one month of employment.

Information and enrollment forms may be obtained from the Human Resource Manager.

To assist you with the cost of this insurance, our District pays a portion of a single or a family contract. You are responsible for paying the balance through payroll deduction.

A booklet containing the details of the plan and the eligibility requirements may be obtained from the Human Resource Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information on that, please contact the Director of Finance and Administration.

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## Vision Care Plan

Eligible full-time regular employees may enroll in this plan on the first of the month following one month of employment.

To assist you with the cost of this plan, our District pays a portion of a single or a family contract. You are responsible for paying the balance through payroll deduction.

Complete details of this plan may be obtained from the Human Resource Manager.

Refer to the actual plan document and summary plan description if you have specific questions regarding this benefit plan. Those documents are controlling.

Upon discharge you may be entitled to continuation or conversion of the group vision care insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information on that, please contact the Director of Finance and Administration.

## COBRA

You and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates, for a reason other than gross misconduct; or
- your employment status changes due to a reduction in hours; or
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan; or

- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within 60 days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

For more information regarding COBRA, you may contact the Director of Finance and Administration.

## **Life Insurance**

Eligible full-time regular employees will be enrolled in this plan on the first of the month following one month of employment. You must complete an insurance form and designate your beneficiary.

The cost of this insurance is fully paid by the District. Participating employees may also be covered under the plan's Accidental Death and Dismemberment rider.

Complete details of this plan may be obtained from the Human Resource Manager.

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## **State Disability Insurance**

All employees are eligible for disability insurance benefits when an illness, injury or pregnancy-related disability prevents them from working and they meet all the eligibility requirements.

The benefits are calculated as a percentage of your salary up to a weekly maximum, as specified by law, for up to 52 weeks.

Employees who apply for this benefit must provide written notice of disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

You are responsible for filing your claim and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, internet or in person.

The cost of this insurance is fully paid by the employee.

## **Paid Family Leave Benefits**

The State of California may provide partial wage benefits to eligible employees for up to a maximum of six weeks for the following reasons:

- To bond with a new child after birth or placement for adoption or foster care

- To care for a serious health condition of an employee's child, parent, spouse, or registered domestic partner

The Paid Family Leave Act provides benefits based on past quarter earnings for up to six weeks in a 12-month period. The cost of the insurance is fully paid by the employee. The 12-month period begins on the first day an employee submits a claim.

To be eligible for benefits, employees may be required to provide medical and/or other information that supports a claim for time off to bond with a new child or to care for a child, parent, spouse or registered domestic partner with a serious health condition. In addition, there is a seven-calendar-day waiting period before benefits begin.

You are responsible for filing your claim for family leave insurance benefits and other forms promptly and accurately with the Employment Development Department. A claim form may be obtained from the Employment Development Department by telephone, letter, the internet or in person. All eligibility and benefit determinations are made by the Employment Development Department.

You may not be eligible for Paid Family Leave benefits if you are receiving State Disability Insurance, Unemployment Compensation Insurance or Workers' Compensation benefits.

The Paid Family Leave Act does not provide a right to leave, job protection or return to work rights. Further, this policy does not provide additional time off; rather, family leave insurance may provide compensation during an approved leave pursuant to any District provided leave.

## Rehabilitation Leave

Our District is committed to providing assistance to our employees. Any employee who wishes to voluntarily enter and participate in an alcohol and/or drug rehabilitation program may be granted a reasonable accommodation. This accommodation may include time off without pay and/or an adjusted work schedule provided the accommodation does not impose an undue hardship on the District. In general, it is your responsibility to notify the Human Resource Manager of the need for accommodation.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

The District shall take reasonable steps to safeguard the privacy of any employee as to the fact that he or she has enrolled in an alcohol or drug rehabilitation program.

This policy does not prevent the District from refusing to hire or disciplining, up to and including discharge, an employee who, because of the current use of alcohol or drugs, is unable to perform his or her duties or cannot perform the duties in a manner that would not endanger his or her health or safety or the health or safety of others.

## Social Security

If you are not eligible for CalPERS, you will participate in Social Security. You and the District both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

## **Unemployment Insurance**

Upon separation from employment, you may be entitled to state and federal unemployment insurance benefits. Information about unemployment insurance can be obtained from the Human Resource Manager.

## **Workers' Compensation**

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to, or contribute to, an employee accident.

## **457(b) Governmental Deferred Compensation Plan**

Our District makes available a Governmental 457(b) deferred compensation plan for additional long-term savings for your retirement. You can contribute on a pre-tax basis or post tax (Roth) basis. The District offers an employer funds match for contributions to the pre-tax 457(b). Roth contributions are not eligible for the employer match.

You can obtain a copy of the Summary Plan Description, which contains the details of the plan including eligibility and benefit provisions from the Director of Finance and Administration. In the event of any conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. If you have any questions regarding this plan, contact the plan administrator.

## **Staff Development**

The District is aware that its values, goals and objectives cannot be supported without the cooperation and dedication of every employee. In an effort to encourage staff to seek self-improvement and continue education and learning, the General Manager implemented a cross-training program with on-the-job training as the core component. External training and educational opportunities will be available at management discretion upon successful coordination with employees. Successful demonstration of new abilities will result in appropriate performance rewards and increased responsibility. Management will communicate with you through staff meetings, announcements, bulletin board notices and newssheets. All employees must participate in periodically scheduled staff/training meetings, which will be considered paid time.

### **INTERNAL TRAINING**

First-line managers, in coordination with each employee, will develop and document training objectives during performance counseling sessions. It will be the primary responsibility of the employee to ensure he or she schedules time for necessary training and practice of skills prior to demonstrating proficiency to the designated evaluator. The manager will support the employee by coordinating resources, assisting with demonstrations and practice, and evaluations. The employee ensures the Personal Qualification Sheet

(PQS) is signed upon successful demonstration of proficiency. For tasks that must routinely be conducted to maintain certifications, the employee has the primary responsibility for meeting the requirement. The bottom line is to give every employee equal opportunity to advance as far as they desire in the organization and continuously expand capabilities.

## PROFESSIONAL MEMBERSHIPS AND EXTERNAL TRAINING

Designated employees will receive paid memberships in professionally enhancing organizations. Employees who possess professional certifications are expected to sustain those certifications by coordinating required continuing professional education opportunities with external agencies and their Supervisor. Any employee who finds what he/she considers relevant external training may propose that training to their Supervisor. If an employee believes an event is of value, they should present the following information to the Supervisor, in writing, for a decision:

- Value of the training to the individual and TTAD
- Estimated transportation costs
- Attendance cost
- Estimated lodging costs

This information will both provide management decision making data and indicate the employee's assessment of how valuable the event might be. Employees must not commit to paying for training expenses until they receive management approval.

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## Education and Training Assistance Program

To encourage professional development, our District offers a tuition assistance program to eligible employees who complete job-related courses with a grade of "C" or better, or pass a "pass/fail" course.

To participate in this program, you must be a full-time regular employee who has completed one year of employment, and employment must continue through the completion of the course.

The District may fund up to \$3,000 per calendar year for each employee subject to General Manager approval.

Your application for tuition assistance must be made and approval received prior to registration for the course.

Employees will be subject to an employment service requirement. Please refer to PI 120 for further details.

## Employee Assistance Program

Eligible full-time regular, part-time regular, part-time and seasonal employees may participate in our employee assistance program immediately upon hire.

Our Employee Assistance Program (EAP), helps eligible employees and their immediate families with a wide range of problems. Situations addressed by the EAP include marriage and family problems, emotional problems, alcoholism and alcohol abuse, drug abuse and dependency, financial problems, compulsive gambling and eating disorders. Your conversations and all records are strictly confidential.

The administrative cost of this program is fully paid by the District.

Complete details of this program may be obtained from the Human Resource Manager.

## **District Discounts**

Full-time regular employees may purchase merchandise at a 10% discount off retail prices. Any merchandise purchased on this discount program must be for your personal use.

Purchases are to be paid for by cash, check or credit card.

## **Uniforms**

The District provides two logo shirts to all employees. An additional two shirts and an outerwear jacket will be provided to Operation & Maintenance employees. Proper care of these uniforms is required.

On an annual basis, the District will provide a uniform reimbursement to comply with the District's dress policy. The amount of the uniform reimbursement is based on the employee's job description.

All uniforms, accessories or name tags issued by our District must be returned in good condition upon leaving our District.

**On the Job**

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## Attendance and Punctuality

Consistent regular attendance and punctuality are important factors for your success within our District. We work as a team and this requires that each person be in the right place at the right time.

If you are going to be late for work or absent, notify your Supervisor as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctors' appointments or other matters, should be scheduled during your nonworking hours, if possible.

If you are absent for three days without notifying the District, it is assumed that you have voluntarily abandoned your position with the District, and you will be removed from the payroll.

## Mealtime

Except for certain exempt employees, all employees who work five or more hours in a day are required to take an uninterrupted 30-minute unpaid duty-free meal period to commence no later than the end of the fifth hour of work and a second uninterrupted 30-minute meal period free from all duty to commence no later than the end of the 10th hour, should an employee work that many hours in any given day. Only in limited circumstances, discussed below, can meal periods be waived. For this reason, unless there is a written agreement for an on-duty meal period approved by the District, employees must record the beginning and ending time of their meal period in the timekeeping system every day. It is also our policy to relieve such employees of all duty during their meal periods, with the employee being at liberty to use the meal period time as the employee wishes.

The District schedules all work assignments with the expectation that all employees will take their duty-free meal periods and we encourage you to do so. Employees may be asked to confirm in writing that they have been relieved of all duty and otherwise provided all of their daily meal periods during the pertinent pay period, or in the alternative, identify any meal periods they missed. At no time may any employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods or time spent working during meal periods.

No District manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal or rest period. Employees should immediately report a manager's or supervisor's instruction to skip or work during a meal period to their Supervisor.

Waiver of Meal Period Employees may waive their meal periods only under the following circumstances. If an employee will complete their workday in six hours, the employee may waive their meal period. Additionally, depending upon your occupation, employees who work more than ten hours in a day may be able to waive their second meal period, but only if they take their first meal period and they do not work more than 12 hours that day. Please speak to your Supervisor for clarification on whether you are entitled to waive your second meal period. Anytime you elect to waive a meal period you must submit a written request and receive prior written authorization from your Supervisor. Employees may not waive meal periods to shorten their workday or to accumulate meal periods for any other purpose.

On-Duty Meal Period In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and the District have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.



## **Breaks**

Employees will receive one, ten-minute paid break for every four hours worked. Rest periods will occur as close to the middle of a four-hour work period as is practical. This time must be approved by your Supervisor each day.

Rest periods are counted as hours worked, and thus, employees are not required to record their rest periods on their time cards. However, no supervisor is authorized or allowed to instruct or allow an employee to waive a rest period, and they cannot be used to shorten the workday or be accumulated for any other purpose. Employees may be required to confirm that they have been provided an opportunity to take all of their rest periods during the pertinent pay period.

## **Lactation Breaks**

The District will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child. The break time should, if possible, be taken concurrently with other break periods already provided. The time used to travel to and from the employee's work area to the private space provided must not be included in the calculation of time used for the expression of breast milk; travel time will be paid time. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid, in accordance with state law, although sick time may be utilized to cover such otherwise unpaid time. The District will also provide an appropriate, private space for employees to express milk. The District will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area, for the employee to express milk in private. Restrooms are prohibited from being utilized for lactation purposes.

Employees should notify their Supervisor to request time to express breast milk under this policy.

No provision of this policy applies or is enforced if it conflicts with, or is superseded by, any requirement or prohibition contained in a federal, state, or local law or regulation. Anyone with knowledge of such a conflict or potential conflict should contact their Supervisor or the Human Resources Manager. Please refer to PL 110.8 for further details.

## **Standards of Conduct**

Each employee has an obligation to observe and follow the District's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by the District. The District does not guarantee that one form of action will necessarily precede another.

While it is not possible to identify every sort of misconduct that may result in disciplinary action, the following non-exclusive list of examples includes: violation of the District's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in District activities or in District vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; inappropriate physical contact; harassment; discrimination or retaliation; disrespect toward fellow employees, visitors or other

members of the public; performing outside work or use of District property, equipment or facilities in connection with outside work while on District time; misuse or abuse of District leave; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

## **Access to Personnel Files**

Upon request, current and former employees may inspect their own personnel files at a mutually agreeable time, on District premises in the presence of a District official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, earnings and deductions, or discipline. The District will make the records available within 21 days after receipt of a written or oral request for review. Exceptions include records regarding criminal investigation and any letters of reference maintained by the District. You will be allowed to have a copy of any document you have signed relating to your employment. The District complies with state law record retention requirements for current and former employees.

For more information, contact your Supervisor.

## **Computer Software Licensing**

The District purchases or licenses the use of various computer software programs. Neither the District nor any of the District's employees have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

The District does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

Employees learning of any misuse of software or related documentation within the District shall notify a member of management. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including discharge.

## **Customer and Public Relations**

Our District's reputation is built on excellent service and quality work. Maintaining this reputation requires the active participation of every employee.

The opinions and attitudes that customers have toward our District may be determined for a long period of time by the actions of one employee. It is sometimes easy to take a customer for granted, but, if we do, we run the risk of losing not only that customer, but his or her associates, friends or family who may also be customers or prospective customers.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **Non-Solicitation**

The District believes employees should have a work environment free from interruptions of a non-work related nature, as work time is for work. When you are to be working, you should focus on your duties and not engage in activities that would interfere with your own work or the work of others. For the purpose of this policy, solicitation includes, but is not limited to, for collection of any debt or obligation, for raffles of any kind or chance-taking, or for the sale of merchandise or business services, and the attempt to sell any product or service (e.g., selling or collecting for Tupperware®, Avon® products, churches, schools, Girl Scout cookies, etc.). Such interruptions can be both detrimental to the quality of work and efficiency, and may not be respectful of other's job responsibilities and right not to be interrupted.

Employees may not engage in solicitation for any purpose during his/her work time, which includes the working time of the employee who seeks to solicit and the employee who is being solicited. Although solicitation is not encouraged, it is permitted as long as it is limited to the employee's break and lunch time and kept out of active working areas. Nothing in this policy is intended to restrict an employee's statutory rights under the Meyers-Milias-Brown Act.

## **Changes in Personal Data**

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to your Supervisor promptly.

## **Care of Equipment**

You are expected to demonstrate proper care when using the District's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to your Supervisor at once.

## **District Vehicles**

Operators of District vehicles are responsible for the safe operation and cleanliness of the vehicle. Accidents involving a District vehicle must be reported to your Supervisor immediately. Employees are responsible for any moving and parking violations and fines that may result when operating a District vehicle. District vehicles should be operated by the employee only. District vehicles may only be used for job-related travel. No unauthorized passengers are allowed in District vehicles without prior approval. Smoking is prohibited in District vehicles. The use of seat belts is mandatory for operators and passengers of District vehicles.

## **Gifts and Tipping**

Every customer is entitled to efficient and courteous service. Since such service is given impartially to all, tips or gratuities are neither expected nor accepted. Therefore, you should not accept tips or gifts of any kind from customers, vendors or visitors. If an individual presses you to accept such a gift, you should thank him or her and explain that District policy makes it impossible to accept any gift. However, the District recognizes that some customers will force a tip on an employee. In the event this happens, the employee shall turn in the tip to their Supervisor, and the tip will be used for employee recognition events.

## **Employment of Relatives**

Employees' relatives will generally not be eligible for employment with TTAD. Relatives include an employee's parent, child, spouse/significant other, sibling, in-laws, step relations, ex-spouse/significant other, and registered domestic partner. TTAD Policy Instruction 113 outlines TTAD's full policy on nepotism.

## **Travel/Expense Accounts**

Whenever District employees, Board Members, appointed officials, or others approved by the District desire to be reimbursed for out-of-pocket travel expenses related to District business, they shall submit their request on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached. The Director of Finance and Administration or the General Manager will review and approve reimbursement requests.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals (excluding alcohol)

For further detailed information regarding the District's Travel Reimbursement policy, please refer to Policy Instruction 306 – Reimbursement of Expenses Related to Travel, Lodging, and Meals in Conjunction with Seminar, Conference or Meeting Attendance.

## **Personal Property**

The District is not responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

## **Pets in the Office**

A pet may be allowed in the office if its health and behavior are acceptable within an office setting, and if it does not adversely affect office operations. An employee wishing to bring a pet to the office should first obtain written permission from the District's General Manager. Any decision to allow a pet to come to the office, or to exclude a pet from the office, will be made by the District's General Manager. That decision will be final, except in cases involving service animals, which should be referred to the Human Resources Manager.

The privilege of bringing a pet to work is subordinate to the health, safety and comfort of the District employees or the general public who may come into contact with animals at the office.

A pet may be excluded from the office if it:

- Causes any person to experience allergic reactions, fear, or any other physical or psychological discomfort
- Distracts any employee from their work or
- Reduces any employee's productivity or quality of work

Any individual with a grievance regarding an animal at the office should bring the matter to the attention to their immediate Supervisor and/or the District's General Manager.

For further information regarding the District's Office Pet Policy, please refer to SPI 113.

## **Visitors**

If you are expecting a visitor, please notify your Supervisor. All visitors must first check in at the reception area. Visitors are not allowed in any area of the building without being accompanied by an authorized employee. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

## **Severe Weather**

Severe weather is to be expected during certain months of the year. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, we are all expected to work our regular hours. Time taken off due to poor weather conditions while the business remains open must be made up, used as vacation, or as unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your Supervisor.

## **Natural Disasters**

Natural disasters, including earthquakes, hurricanes, mudslides, floods and fires are to be expected from time to time. Although driving may be difficult in some areas due to damaged freeways and streets, when caution is exercised, the roads are normally passable or alternate routes are available. Except in severe cases, we are all expected to work our regular hours. Time taken off due to natural disasters while the business remains open must be made up, used as vacation, or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, you will be notified by your Supervisor.

## **Personal Telephone Calls**

It is important to keep our telephone lines free for customer calls. Although the occasional use of the District's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

## **Acceptable Use of Electronic Communications**

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using District communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone, iPad, tablet, smart phone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Employees may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in District Systems are District records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the District. The Systems and Electronic Communications are accessible to the District at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. The District's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the District's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the District at any time without further notice. All such communications are the property of the District, and employees have no expectation of privacy in any communications sent using District Electronic Communications and Systems. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties. All communications on District systems may be subject to disclosure under the Public Records Act and as otherwise required by law.

Employees may not use our Systems in a manner that violates our policies including but not limited to Equal Employment Opportunity, No Harassment, and Non-Solicitation. Employees may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats of violence or bullying, or derogatory comments; or any other message or image that may be in violation of District policies or federal, state or local law.

In addition, employees may **not** use our Systems:

- To download, save, send, or access any discriminatory or obscene material
- To download anything from the internet (including shareware or free software) without the advance written permission of their Supervisor
- To download, save, send, or access any site or content that the District might deem "adult entertainment"
- To access any "blog" or otherwise post a personal opinion on the Internet (see Social Media policy)
- To solicit employees or others
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the District or any other person or entity
- In connection with any infringement of intellectual property rights, including but not limited to copyrights
- In connection with the violation or attempted violation of any law

An employee may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc., without prior written approval of the account owner and without identifying the actual author.

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer trade secrets or proprietary materials of the District or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to the District. Employees may not install password or encryption programs without the written permission of their Supervisor. Employees may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. The District will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fines and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under the Meyers-Milias-Brown Act. Further, nothing in this policy is meant to restrict an employee's right to discuss the terms and conditions of his/her employment during non-working hours using non-District systems.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, the District may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask your Supervisor for advance clarification.

## **Social Media**

The District has in place policies that govern use of its own Electronic Communication Systems, equipment, and resources which employees must follow. We encourage you to use good judgment when communicating via your own social media.

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s weblog or blog, journal or diary, personal web site, social networking or affinity website, web bulletin board or a chatroom, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District's Employee Handbook policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects customers, vendors, suppliers, people who work on behalf of the District, or its legitimate business interests, may result in disciplinary action up to and including immediate discharge.

The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Always be fair and courteous to fellow employees, customers, vendors, suppliers or people who work on behalf of the District. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Talk to Us policy than by posting complaints to a social media outlet.
2. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating that disparages customers, employees, vendors, or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, age, gender, national origin, color, disability, religion or any other status protected by federal, state or local law or company policy. Inappropriate postings that may include discriminatory remarks, harassment, retaliation, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including immediate discharge.



3. Make sure you are always truthful and accurate when posting information or news. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Use privacy settings when appropriate. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. The Internet is immediate; nothing that is posted ever truly "expires." Never post any information or rumors that you know to be false about the District, fellow employees, customers, vendors, suppliers, and people working on behalf of the District or competitors.
4. Maintain the confidentiality of District trade secrets and proprietary or confidential information. Confidential information may include information regarding airport security, the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
5. Do not create a link from your blog, website or other social networking site to the District's website without identifying yourself as a District employee.
6. Express only *your* personal opinions. Never represent yourself as a spokesperson for the District. If the District is a subject of the content you are creating, be clear and open about the fact that you are an employee, and make it clear that your views do not represent those of the District, fellow employees, customers, vendors, suppliers or people working on behalf of the District. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Truckee Tahoe Airport District".
7. You must refrain from using social media while on working time or while using equipment we provide, unless it is work-related as authorized by your Supervisor, or other member of management; or consistent with the Acceptable Use of Electronic Communications Policy.
8. Do not use any District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees are encouraged to report violations of this policy. The District prohibits retaliation against any employee for reporting a possible deviation from this policy or for cooperating in an investigation.

Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including immediate discharge.

Employees should not speak to the media on the District's behalf without contacting their Supervisor. All media inquiries should be directed to them.

Where applicable, the District complies with state laws concerning access to an employee's personal social networking account, including restrictions concerning employer requests for an employee's username and/or password.

If you have questions or need further guidance, please contact your Supervisor.

## **Laptop and Tablet Security**

Each employee provided with a laptop or tablet is responsible for the physical security of the device. All equipment acquired for, or on behalf of the District, is District property. The device must be locked up and stored in a secure location when it is not in the immediate possession of the authorized user. In addition, the user must return the device immediately upon request of the District. A laptop or tablet user must notify their Supervisor immediately if the device is lost, stolen, misplaced, or damaged. All work created or performed on the device is District property. The device is subject to inspection by the District at any time without further advance notice. The device must be used in a manner that complies with all District policies including the Acceptable Use of Electronic Communications, Anti-Harassment, Sexual Harassment, and Equal Employment Opportunity.

Violations of this policy may be grounds for disciplinary action up to and including discharge.

## **Dress Policy**

Appropriate and professional business and casual attire and demeanor are important in maintaining a positive image for the Truckee Tahoe Airport District. All employees should exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. Except as governed by law, the District has the right to determine what is acceptable in the workplace.

The Department Supervisor or Department Director will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. If a potential conflict is identified, the employee is encouraged to identify appropriate solutions. An environment of mutual cooperation is the TTAD's goal. The Department Supervisor or Department Director may authorize exceptions to this policy on a case-by-case basis.

Employees may be sent home to change when dress or grooming does not meet the professional image of the TTAD and will not be paid for the time away from the workplace. If continued counseling fails to result in desired change, progressive discipline up to and including termination may occur.

While the TTAD has no formal dress code, it is expected employees will dress in a manner consistent with good business and safety practices.

These basic guidelines apply on days with no scheduled meetings, presentations or other professional responsibilities:

- Clothing and grooming shall be appropriate for assigned duties, keeping in mind safety and presentation.
- Clothing should be in good repair, free from rips and stains.

In no circumstance will provocative, suggestive or other inappropriate attire be allowed in the workplace. This includes slogans or graphic designs which may be offensive and/or otherwise violate the TTAD Harassment and Discrimination Policy, tight/revealing tops, and skirt/short lengths that are too short to sit down appropriately in a public setting.

Along with the above guidelines, the following rules apply to all employees with scheduled Board or Committee Meetings, presentations or other formal dealings with outside agencies or members of the public:

- Every effort to wear casual business attire sporting TTAD logo should be made.

- Denim, in good repair, is allowable.

Along with the above guidelines, Operations/Maintenance employees are expected to wear the following to comply with the District's airfield safety standards:

- Trousers or shorts made of denim, or other static electricity-minimizing material. These garments must be hemmed to the appropriate length to fit employee.
- District issued shirts are always to be worn and tucked in while working.
- Hats worn during business hours must be worn with the bill facing forward.
- Open toe shoes constitute a safety concern; therefore, they are prohibited to be worn while on duty.
- Protective foul weather gear must be worn when conditions require. (Gear will be provided by the District)

For further detailed information on the District's Dress and Grooming standards, please refer to SPI 110.7.

## **Reference Checks**

Our District will not honor any oral requests for references. All requests must be in writing and on company letterhead. Generally, we will only confirm our employees' dates of employment and job title(s).

Under no circumstances should an employee provide another individual with information regarding current or former employees of our District. If you receive a request for reference information, please forward it to your Supervisor.

## **Document Retention**

The District maintains a formal document retention policy and procedure. Your Supervisor will explain how that policy applies to you and the work that you perform. You must retain all work products in the manner required and for the time period required by our policy. Never destroy or delete any work product until the retention periods specified by the District's policy have been satisfied. Failure to comply with the District document retention policy and procedure may result in discipline up to and including discharge.

## **Conflict of Interest/Code of Ethics**

A District's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. Therefore, employees must never use their positions with the District, or any of its customers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

The District adheres to the highest legal and ethical standards applicable in our business. The District's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance.

Employees of the District shall conduct their personal affairs such that their duties and responsibilities to the District are not jeopardized and/or legal questions do not arise with respect to their association or work with the District.

## **Bulletin Board**

The District maintains a bulletin board(s) in our facility as an important source of information. These bulletin boards are to be used solely for District announcements and government postings.

## **Lunch Room**

A lunch room is available for your use. Although the District provides general custodial care, you are expected to clean up after eating. This room should be kept clean for the next person's use.

## **Cellular Telephones**

Employees in certain positions are issued District cellular telephones so they may maintain contact with customers and co-workers when they are out of the office on business.

Employees are encouraged to take appropriate safety precautions when using their cellular telephone or PDA. The use of handheld cellular telephones while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones.

District cellular telephones are for business purposes. Although the occasional use of your District cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum.

The use of cellular telephones is not a work requirement for most employees. Employees who are not issued a District cellular telephone will not be reimbursed for the use of their personal cellular telephones without General Manager approval.

Employees are expected to demonstrate proper care of their cellular telephones. If you lose, break or damage your District cellular telephone, report it to your Supervisor at once. All cellular telephones issued by the District must be returned upon leaving our District, or upon transferring to a position that does not require a District cellular telephone.

A violation of this policy may result in disciplinary action.

## **Office Supplies**

Our District maintains a stock of basic office supplies such as pens, paper clips, staples, notepads, etc. used on a day-to-day basis by employees. All office supplies can be located in the business hub.

If you need additional items not regularly stocked, please speak to your Supervisor to place a special order.

All office supplies are for business use only and should not be removed from the office for non-business use. Violations of this policy may result in disciplinary action up to and including discharge.

## **If You Must Leave Us**

Should you decide to leave your employment with us, we ask that you provide your Supervisor with at least two weeks' advance written notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with the District.

Our District does not provide a "letter of reference" to former employees except pursuant to a written release from the former employee. Generally, we will confirm upon request our employees' dates of employment, and job title(s).

Additionally, all resigning employees should complete a brief exit interview prior to leaving. All District property, including this Employee Handbook, must be returned at the end of employment. Otherwise, the District may take action to recoup any replacement costs and/or seek the return of District property through appropriate legal recourse.

You should notify the District if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

# **Safety in the Workplace**

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## **Safety Mission Statement**

This sets forth the basic safety philosophy, vision, and goals for all employees and tenants of the Truckee Tahoe Airport District.

In any endeavor, protecting people and property makes good sense; it's not easy to replace a good employee because of injury. Good safety practices begin with each person knowing their duties then taking the time to perform them to the standard. In other words, not rushing, using the correct procedures, and on-the-spot correction of faults results in protecting people and property. Each individual working on the Airport has the responsibility to conduct themselves safely and take immediate action to stop unsafe actions. We are all safety coordinators. Success is "not injuring anyone and minimizing wear and tear on property in the performance of our daily business."

There are 6 goals in the program.

1. No injuries at work or at home for the members of the TTAD team.
2. No damage to airport or customer property.
3. A positive safety climate where anyone can stop and challenge an unsafe act.
4. A positive safety climate that results in personal accountability and a desire to do things right.
5. Encourage an environment in which honest mistakes are promptly reported and tolerated, with the goal of developing a safer work environment for all District employees and Airport users.

The District has designated a Safety Coordinator to help support this mission.

See and stop unsafe acts. If you see something, say something.

## **Each Employee's Responsibility**

Safety can only be achieved through teamwork at our District. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Safety Coordinator of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Safety Coordinator immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the District's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Safety Coordinator.

6. Know the locations, contents and use of Personal Protective Equipment (PPE), First Aid, and Emergency Equipment.
7. Wear personal protective equipment in accordance with the job you are performing.
8. Comply with OSHA standards and/or applicable state job safety and health standards.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

## **Safety Awards Program**

The District shall review the safety performance of all employees annually. Those full time, regular employees with no reportable mishaps shall receive recognition. Additionally, supervisors shall consider appropriate recognition for employees who act to prevent an incident or who prevent an incident from becoming worse by immediate action, reporting, or suggestions. Any employee, regardless of status or mishap record, shall be eligible.

## **Workplace Violence**

Violence by an employee or anyone else against an employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to employees at work and to reduce the possibility of damage to District property in the event someone, for whatever reason, may be unhappy with a District decision or action by an employee or member of management.

If you receive or overhear any threatening communications from an employee or outside third party, report it to the Safety Coordinator at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, contact an emergency agency (911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in the District's investigation, may result in disciplinary action, up to and including discharge.



## Workplace Searches

The District reserves the right to search any District office, desk, files, locker, equipment or any other District area or article. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of the District, and are issued for the use of employees only during their employment. Employees have no reasonable expectation of privacy in these types of District property even when they are assigned to employees for joint use. Inspection of such District property may be conducted at any time at the discretion of the District.

Similarly, if the District suspects that an employee has alcohol or drugs in his/her possession or at other work locations where the District maintains control (sole or joint), the District reserves the right to search those locations with or without the employee's consent. Alternatively, the District may notify the appropriate law enforcement agency that the employee may have illegal drugs in his or her possession or in an area not controlled by the District (including the employee's person and clothing being worn).

**Finally, to protect the property and to ensure the safety of all employees, customers and the District, the District reserves the right to conduct personal searches of those entering secured areas, consistent with state and federal law, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes or any other possessions or articles carried to and from secured areas of the District's property. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of the District's rules and regulations.**

## Hazard Communication

Our District may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. You should receive training and be familiar with the handling, use, storage and control measures relating to these substances if you will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspections in your work area. You must follow all labeling requirements.

Please consult with the Safety Coordinator prior to purchasing known hazardous chemicals for the District or bringing them onto our premises. For additional information, please refer to our District's written Hazard Communication Program. If you have any questions, ask the Safety Coordinator.

## **Good Housekeeping**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair to your department supervisor.

## **Smoking in the Workplace**

Our District is committed to providing a safe and healthy environment for employees and visitors. Smoking is allowed only in designated areas.

Violations of this policy may result in disciplinary action, up to and including discharge.

## **No Weapons in the Workplace**

Possession, use or sale of weapons, firearms or explosives on work premises, while operating District machinery, equipment or vehicles for work-related purposes or while engaged in District business off premises, is forbidden except where expressly authorized by the District and permitted by state and local laws. This policy applies to all employees, including, but not limited to, those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Safety Coordinator immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

## **In An Emergency**

Your Supervisor should be notified immediately when an emergency occurs. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. If your Supervisor is unavailable, contact the nearest District official.

Should an emergency result in the need to communicate information to employees outside of business hours, your Supervisor will contact you. Therefore, it is important that employees keep their personal emergency contact information up-to-date. Notify your Supervisor when this information changes as well as the Human Resource Manager.

When events warrant an evacuation of the building, you should follow the instructions of your Supervisor or any other member of management. You should leave the building in a quick and orderly manner. You should assemble at the pre-determined location as communicated to you by your Supervisor to await further instructions or information.

Please direct any questions you may have about the District's emergency procedures to your Supervisor or Safety Coordinator.

## **First Aid**

First aid kits are maintained and properly stocked at all times for use in the event of minor injuries. They are located in the FBO/Operations area, Maintenance Shop, and Operations Vehicles. Should an injury occur, use common sense and do not hesitate to call 911 in the case of an emergency. Additionally, use your radio or phone to immediately alert other employees of an injury for which you need assistance. You should be familiar with the safety and first aid procedures listed in Safety Data Sheets and for equipment you have had training on.

An eyewash station and shower are located in the south maintenance bay, and eyewash bottles are on board each fuel truck and in the Maintenance Shop.

Automated Emergency Defibrillators (AED) are located in the FBO/Operations area, the Maintenance Shop, and in all Operations Vehicles. Follow instructions for use, but do not delay calling 911.

## **Security**

See separate standard procedure instructions for additional security information.

There are designated District areas, which are restricted to authorized employees. Employees' belongings may be subject to search when either entering or leaving these areas or District premises.

Employees should secure their personal belongings in the lockers provided. The District is not responsible for personal property in the event of damage, loss or theft. We are not encouraging you to bring in your personal belongings; however, if you wish to, the lockers are provided for your convenience.

If you notice a suspicious person on the premises or observe any unusual, peculiar activities, you must immediately notify your Supervisor or the Operations & Maintenance Director.

Employees who work during hours other than the normal business hours must:

1. Obtain prior permission from the General Manager.
2. Lock doors that are unlocked when passing through to a work area.
3. Require identification and purpose from anyone requesting building access before unlocking door.

Violation of, or disregard for, security rules or common security practices may be grounds for disciplinary action, including termination.

## **Drug and Alcohol Free Workplace and Awareness Program**

The District has vital interests in ensuring a safe, healthy and efficient working environment for our employees, their co-workers and customers we serve. The unlawful or improper use of controlled substances or alcohol in the workplace presents a danger to everyone. In addition, as a federal contractor and/or grantee, we have a duty to comply with the requirement of the Drug-Free Workplace Act of 1988. For these reasons, we have established, as a condition of employment and continued employment with the District the following drug and alcohol free workplace policy.

The District has implemented a drug testing program in compliance with local, state and federal laws. Employees are prohibited from reporting to work or working while using illegal or unauthorized substances. Employees are prohibited from reporting to work or working when the employee uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at District-sponsored functions or activities.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on District paid time, on District premises, in District vehicles or while engaged in District activities.

In accordance with the Drug-Free Workplace Act of 1988, employees must notify the Safety Coordinator of any criminal drug statute conviction for a violation occurring within the workplace within five days of such conviction.

Your employment or continued employment with the District is conditioned upon your full compliance with the foregoing drug and alcohol-free workplace policy. Any violation of this policy may result in disciplinary action, up to and including discharge. Furthermore, any employee who violates this policy and is subject to discharge may be permitted in lieu of discharge, at the District's sole discretion, to participate in and successfully complete an appropriate treatment, counseling, or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state, and local laws.

Consistent with its fair employment policy, the District maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage employees to seek assistance before their drug and alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves, or others. The District will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures, consistent with the District's policies and applicable federal, state or local laws.

The District further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug and alcohol free workplace policy including, but not limited to, the inspection of District-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the District has reasonable suspicion to believe that the employee has violated this drug and alcohol free workplace policy.

Although the state has legalized marijuana for medicinal purposes, the District is not required to allow the medicinal use of marijuana in the workplace. Use is strictly prohibited on District property and may result in discipline, up to and including immediate discharge.

This policy represents management guidelines. For more information, please speak to the Safety Coordinator.

#### Drug and Alcohol Free Awareness Program

In order to maintain a drug and alcohol free workplace, the District has established a drug and alcohol free awareness program to educate employees on 1) the danger of drug abuse and alcohol in the workplace; 2) the District's drug and alcohol free workplace policy; 3) the availability of any drug and alcohol counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug abuse and alcohol violations, and violations of the District's drug and alcohol free workplace. Such education includes: a discussion of our drug and alcohol free workplace policy at the new

employee orientation session and inclusion of the company's drug and alcohol free workplace policy in the Employee Handbook and any other personnel policy publications.



## Receipt of Employee Handbook and At-Will Employment Statement

This is to acknowledge that I have received a copy of the Truckee Tahoe Airport District Employee Handbook and I understand that it contains information about the employment policies and practices of the District. I agree to read and comply with this Employee Handbook. I understand that the policies outlined in this Employee Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that the District retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the District. I understand that this Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, the District reserves the right to revise, delete and add to the provisions of this Employee Handbook at any time without further notice. All such revisions, deletions or additions to the Employee Handbook will be in writing and will be signed by the General Manager of the District. I understand that no oral statements or representations can change the provisions of this Employee Handbook.

I understand that this Employee Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

**THIS DISTRICT IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE HANDBOOK, THE DISTRICT OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL UNLESS SUCH A CHANGE TO THIS POLICY IS APPROVED BY THE BOARD AND AUTHORIZED IN WRITING BY THE GENERAL MANAGER OF THE DISTRICT. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE DISTRICT IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY EMPLOYEE FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME. ANY AGREEMENT TO EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME WILL BE PUT INTO WRITING AND SIGNED BY THE GENERAL MANAGER OF THE DISTRICT.**

I understand that this Employee Handbook refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that, if a written contract is inconsistent with the Employee Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Employee Handbook, I will ask the Human Resource Manager or any other member of the management team.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_