



TRUCKEE TAHOE AIRPORT DISTRICT

EMPLOYEE HANDBOOK

All of the policies contained in our Employee Handbook database and set forth in the English language are reviewed semiannually for compliance with applicable state and federal statutes and regulations as of the date of review, by the law firm of Fisher & Philips, LLP. Paychex understands that clients occasionally may decide to further customize their Employee Handbook, or to ask Paychex to translate some or all of the policies into Spanish. However, please be aware that if you elect to substantively alter the policies that are offered, include your own original policies in your Employee Handbook, or ask that Paychex translate policies into Spanish (collectively the "Changed Policies"), the "Changed Policies" will not be reviewed for compliance with applicable law. This also extends to any additional outside-the-database policies that you may elect to include in future updates of your Employee Handbook. Moreover, Paychex is unable to support these "Changed Policies" outside of our database with our ongoing semiannual compliance reviews or resulting policy updates.

****This disclaimer will be removed when printing or finalizing the employee handbook.***

Welcome to Truckee Tahoe Airport District!

Starting a new job is exciting, but at times 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 products and services to our customers and to do so more efficiently and economically than our competitors. By satisfying our customers' 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,

Kevin Smith
General Manager

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A Word About This Handbook

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.

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 must be in writing and must be signed by the General Manager of the District. No oral statements or representations can change 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 Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of their mutual aid and/or protection. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of Section 7 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. 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 current benefit plans maintained by the District. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written 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: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform servicemember status; 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; military and veteran status; 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 Director of Finance and Administration or any other designated member of management.

Pregnancy Accommodation

The District will provide reasonable accommodations to female employees related to pregnancy, childbirth, or related medical conditions, to the extent the accommodation can be made without imposing an undue hardship on the business.

When an employee requests a reasonable accommodation, the District will explore with the employee the possible means of providing the reasonable accommodation, which may include, but are not limited to:

- allowing more frequent breaks or periodic rest;
- assisting with manual labor;
- modifying job duties;
- modifying work hours/schedules;
- temporary transfer to a less strenuous or less hazardous position; or
- providing a leave of absence.

The District may require the employee to provide a certification in connection with a request for reasonable accommodation that includes the following:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

If leave is provided as a reasonable accommodation, such leave may run concurrently with any leave where permitted by state and federal law.

For more information, or if you require an accommodation, please contact the Director of Finance and Administration.

Americans with Disabilities Act

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 Director of Finance and Administration of the need for accommodation. Upon doing so, the Director of Finance and Administration 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. 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.

No Harassment

We prohibit harassment of one employee by another employee, supervisor or third party for any reason based upon an individual's race; color; religion; genetic information; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability; or any other category protected under federal, state, or local law ("protected class").

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; military and veteran status; 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.

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

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or one of the contacts listed in this policy. At a minimum, the term "harassment" as used in this policy includes any of the following activities pertaining to an individual's protected class:

- Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
- Offensive pictures, drawings, photographs, figurines, writings, or other graphic images, conduct, or communications, including text messages, instant messages, websites, voicemails, social media postings, e-mails, faxes, and copies.
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; and

- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also absolutely prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work by non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below.

If you have any concern that our No Harassment policy may have been violated by anyone, you must immediately report the matter. Due to the very serious nature of harassment, discrimination and retaliation, you must report your concerns to one of the individuals listed below:

1. Discuss any concern with Jane Dykstra, Director of Finance and Administration at (530) 587-7692 and 10356 Truckee Airport Rd., Truckee, CA 96161.
2. If you are not satisfied after you speak with Jane Dykstra, or if you feel that you cannot speak to Jane Dykstra, discuss your concern with Kevin Smith, General Manager at (530) 587-4119 x 105 and 10356 Truckee Airport Rd., Truckee, CA 96161.

If an employee makes a report to any of these members of management and the manager either does not respond or does not respond in a manner the employee deems satisfactory or consistent with this policy, the employee is required to report the situation to one of the other members of management designated in this policy to receive complaints.

You should report any actions that you believe may violate our policy no matter how slight the actions may seem.

We will investigate the report and then take prompt, appropriate remedial action. The District will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other District policy are subject to discipline, up to and including discharge. We cannot resolve a potential policy

violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

Categories of Employment

INTRODUCTORY PERIOD: Full-time regular, part-time regular, and part-time 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.

FULL-TIME REGULAR EMPLOYEES regularly work between 32 and 40-hours per workweek.

PART-TIME REGULAR EMPLOYEES regularly work less than 32 hours each week.

TEMPORARY EMPLOYEES are hired for a specific term or project.

In addition to the preceding categories, employees are also categorized as "exempt" or "non-exempt."

NON-EXEMPT EMPLOYEES 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.

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

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. They are covered by the District's workers' compensation policy.

Other provisions of this handbook do not apply to this class of employee 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
Exempt – Class 2	Operations/ Maintenance Supervisors and Other Management Staff	Typically work four (4), ten (10) hour days either Sunday through Wednesday or Wednesday through Saturday
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.

Classification	Example of Positions Covered	Work Schedule
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.

Anniversary Date

The first day you report to work 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 Director of Finance and Administration.

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 Director of Finance and Administration 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. After reading this Employee Handbook please sign the receipt page and return it to the Director of Finance and Administration. 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 Director of Finance and Administration as soon as possible to obtain a replacement copy.

The Director of Finance and Administration 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 investigate your suggestion, you will be notified whether it is feasible to be put into practice.

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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.

If it is not practicable for an employee to punch in and out for their lunch break, one half hour will be automatically deducted from their time worked.

Employees must punch in/out as close to their scheduled shift time as possible, but no more than 5 minutes before or after their shift.

Exempt employees may be required to accurately record their time worked in accordance with federal and state wage and hour law.

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 the Director of Finance and Administration immediately. The Director of Finance and Administration 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, retirement programs and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of the District that exempt employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However,

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

Thus, exempt employees may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- 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.

The District will not make deductions which are prohibited by the Fair Labor Standards Act or state laws from its exempt employees' pay.

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.

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. Where permitted by state law, the District may require you to use direct deposit.

Performance Reviews

Your performance is important to our District. Annually, generally in September and in October, 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 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 employees will generally 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's job description, please see your Immediate Supervisor.

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 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. He/she will make every reasonable effort to accommodate you. You may not exchange or work another employee's shift without the prior 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 hourly rate for hours worked in excess of 40 hours in a workweek and team members will be paid double time for hours worked in excess of 12 hours in a day.

We may allow employees to make up time for work missed 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. 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 on that day or total more than 40 in that week.

Only actual hours worked count toward computing weekly overtime.

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

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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 current benefit plans maintained by the District. 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.

Public Employees Retirement System (PERS)

Upon hire, full-time regular employees are eligible to participate in PERS. Part-time regular and temporary employees may be eligible to join PERS. Employees participating in PERS do not pay in to 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 PERS. 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.

Holidays

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

Our District normally observes the following holidays during the year:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

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. Part-time, seasonal, and on-call employees are not eligible for holiday pay. Full-time Exempt and Non-exempt employees have the option to accrue up to 80 holiday hours (10 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 detail 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 80 hours. If an employee's Holiday Bank will exceed 80 hours with the addition of a particular holiday, the excess hours will be paid out in cash.

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 account. The request will be made in writing. Place the request in the Director of Finance and Administration's distribution box and the time will be paid in the pay period the request was received.

Employees who would like to use Holiday Bank time for time off will indicate that they wish to use "Holiday" time when entering the time off request in the District's online timekeeping system.

Vacation

All full-time regular employees are eligible for vacation.

Years (Months) of Service	Annual Vacation Eligibility Hourly Employees	Annual Vacation Eligibility Exempt Employees
1 year through the 4 year of continuous service	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- sixty (160) hours in any one (1) year. (20 days) Accrual Rate: 6.154
After 4 years through 9 years of continuous service	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 two-hundred (200) hours in any one (1) year. (25 days) Accrual Rate: 7.692
After 9 years through 14 years of continuous service	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- sixteen (216) hours in any one (1) year. (27 days) Accrual Rate: 8.308
Years	Annual Vacation	Annual

(Months) of Service	Eligibility Hourly Employees	Vacation Eligibility Exempt Employees
After 14 years through 20 years of continuous service	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- forty (240) hours in any one (1) year. (30 days) Accrual Rate: 9.231
After 20 or more years of continuous service	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) 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 via the online Time and Labor Online (TLO) system. When possible, vacation

requests are granted, taking in to account operating requirements. Length of employment may determine priority in scheduled vacation times.

A maximum of 240 vacation hours may be accumulated by non-exempt employees. If at that time an employee has not used vacation, he/she will not earn paid vacation until he/she has fewer than 240 hours accumulated.

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.

In addition, employees who are out on a leave of absence do not accrue vacation time while they are on their leave.

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

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

Sick Days

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. These sick days may be taken immediately upon hire.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

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.

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

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 current rate of pay. If the employee retires from the District within 90 days of their date of separation, they may elect to convert the accrued sick leave to PERS 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 PERS service credit.

Paid Sick Leave

An eligible 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 or July 1, 2015, whichever is later.

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.

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 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 of your intent to use paid sick leave as soon as practicable.

Employees will not be discriminated or retaliated against for taking or requesting leave in accordance with this policy.

Accrued, but unused sick leave will not be paid out at the end of employment. If an employee is separated and rehired by the employer within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated and the employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring.

This leave may run concurrently with any other leave where permitted by state and federal law.

General Leave Provisions

The District may grant 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. 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 leave. 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 Leave

Employees will not accrue seniority during a 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 leave of absence.

Coordination of Benefits

Accrued vacation and sick leave will be paid, 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 a 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 your 7% 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 Personal 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

The District will hold a particular job open during a leave up to twelve (12) weeks, or for the duration of authorized pregnancy disability leave, but cannot otherwise guarantee to hold a particular job open during absence due to medical reasons or personal leave.

Employees returning in a timely manner from an authorized leave for pregnancy disability will be returned to their original position at the appropriate rate of pay. In the event of other medical leaves or personal leaves, employees will be returned to their former position, if possible, or another position for which they are qualified, or they may be offered the first available opening in a comparable position for which they are qualified.

All returning employees from a medical leave of absence must furnish a physician's certificate verifying the employee is physically able to perform the full duties required for the job.

Conditions Related to Termination During 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 paid leave in order to serve if they give reasonable advance notice to the Director of Finance and Administration 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 Director of Finance and Administration 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 Director of Finance and Administration of the need for voting leave as soon as possible.

Approval Copy 07/07/2015

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 (if any) may be used for this leave if the employee chooses, but the District will not require the employee to use vacation. Military orders should be presented to the Director of Finance and Administration 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 Director of Finance and Administration 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 leaves may be obtained from the Director of Finance and Administration.

Family Military Leave

An employee who works an average of 20 or more hours per week whose spouse or registered domestic partner 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 Director of Finance and Administration with notice of your intention to take leave within two business days of receiving official notice that your spouse or registered domestic partner 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 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 Director of Finance and Administration 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.

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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 Director of Finance and Administration with written physician verification of the purpose and length of each leave.

For more information regarding this leave, please see the Director of Finance and Administration.

School Visitation Leave

If you are the parent or guardian of a child who is suspended and are required to appear at the child's school, you may take time off without pay if you provide reasonable advance notice to the Director of Finance and Administration 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 day care facility unless employed at a worksite 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 day care facility as proof of their participation in school or day care 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 5 days off for the death of an immediate family member. Members of the immediate family include spouses, registered domestic partners, parents, brothers, sisters, children, 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 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 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.

Personal Leave of Absence

Under special circumstances, full-time regular employees who have completed five years of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Director of Finance and Administration.

Leaves may not exceed 12 weeks during which time no benefits will accrue. Leaves of absence are granted only after earned vacation is exhausted.

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements.

Domestic Violence Leave

The District will not discriminate against employees who are victims of domestic violence, sexual assault or stalking 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, sexual assault or stalking for taking time off from work to seek medical attention for injuries caused by such domestic violence, sexual assault or stalking, to obtain services from a related support program, to obtain psychological counseling, or to participate in actions to increase safety from future domestic violence, sexual assault or stalking, 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, including pregnancy, 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. 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.

The District may place an employee requesting a medical leave of absence on family and medical leave consistent with federal and state law.

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

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

A leave of absence shall be granted, upon written request, to any full-time regular or part-time employee who sustains a work-related disability. A leave for a work-related disability shall be extended to the employee for up to twelve (12) weeks. Extensions of no more than eight (8) additional weeks, with proper medical documentation, may be granted at the discretion of the General Manager.

The District may place an employee requesting a medical leave of absence on family and medical leave consistent with federal and state law.

Notification requirements are the same as those for medical leaves for non-occupational disabilities. The District will retain employees on an extended leave for work-related disabilities until one of the following situations occurs:

1. The employee is released for full or partial duty, if partial duty can be accommodated.
2. The leave exceeds twelve (12) weeks, or any authorized extension period.
3. The employee is declared permanently disabled by the Workers' Compensation Appeals Board and will be unable to perform the job.
4. The employee directly or indirectly informs the District that he/she does not intend to return to the District's employ (e.g., by accepting other employment, moving out of the local area, etc.)

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, personal leave 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.

Medical Insurance

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

Information and enrollment forms may be obtained from the Director of Finance and Administration.

To assist you with the cost of this insurance, our District pays a portion of a single, a single plus one dependent, or a family contract. 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 Director of Finance and Administration.

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 medical insurance plan 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, a single plus one dependent or a family contract on the first of the month following one month of employment.

Information and enrollment forms may be obtained from the Director of Finance and Administration.

To assist you with the cost of this insurance, our District pays a portion of a single, a single plus one dependent 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 Director of Finance and Administration.

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, contact the Director of Finance and Administration.

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, a single plus one dependent or a family contract. You are responsible for paying the balance through payroll deduction.

Complete details of this plan may be obtained from the Director of Finance and Administration.

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, 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 Director of Finance and Administration.

Section 125 Plans

Our District offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows you to make contributions toward premiums for medical insurance, dental insurance, vision care insurance and out-of-pocket medical expenses or dependent care expenses on a “before tax”, rather than an “after tax” basis. Your premium contributions and qualified expenses are deducted from your gross pay before income taxes and Social Security is calculated.

To participate in this plan, complete an election form and return it to the Director of Finance and Administration.

You cannot make any changes to your pretax contributions until the next open enrollment period, unless your family status changes or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or discharge of employment of your spouse. A change in election due to a change in family status is effective the following month.

Parental Leave

Full-time regular employees who have completed one year of employment may be granted a leave of absence without pay upon the birth or adoption of a child consistent with our business needs. Such leave must begin within one year of the birth of the child and/or placement of a child for adoption.

A period of parental leave may not exceed twelve weeks in a 12-month period. Employees will be required to substitute their accrued sick time for all or part of their parental leave. In addition, benefits such as paid time off and holidays will not accrue while employees are on a parental leave.

Employees seeking parental leave must provide a minimum of 30 days' advance notice of their intent to take parental leave and the anticipated date of their return. Employees may not accept other employment or apply for unemployment insurance while on parental leave. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment.

To the extent allowed by the insurance contract, we will continue to provide medical insurance, dental insurance, and vision care insurance coverage for employees on authorized leave for the first twelve weeks of leave. During this time you will be responsible for paying your portion of the monthly premium(s). When the above period expires, you may continue your medical insurance, dental insurance, and vision care insurance coverage by making arrangements with the Director of Finance and Administration to pay the entire monthly premium in advance each month.

We will make a reasonable effort to return you to the same or a similar position upon your return from leave subject to our staffing and business requirements.

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, letter or in person.

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

Family Leave Insurance

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, registered domestic partner, grandparent, grandchild, sibling or parent-in-law.

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.

Pregnancy Disability Leave

Female employees are eligible for 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.

Leave 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. Leave 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.

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 the leave, 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.

Depending on your eligibility, medical insurance may be continued during your leave in accordance with the applicable plan document, COBRA, or provisions of federal/state law relating to unpaid medical leave.

Employees who choose not to return from leave may be required to refund premium payments made by the District on their behalf, when permitted by state law.

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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 Director of Finance and Administration 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 PERs, 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 Director of Finance and Administration.

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(f) Non Qualified Deferred Compensation Plan

Our District makes available a 457(f) nonqualified deferred compensation plan for additional long-term savings for your retirement.

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, see the plan administrator.

Employee Bonuses

Employees may receive bonuses from time to time. These are based on individual merit, the District's performance and any other factor(s) deemed significant by the District. Whether or not bonuses are granted and the amounts granted are within the sole discretion of the General Manager.

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 GM 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 newsheets. 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 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.

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 or “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.

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 BalanceWorks®, Employee Assistance Program (EAP), and Work/Life Benefit help 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.

Additional information regarding this program is available at www.eniweb.com or by calling 1-800-EAPCALL. Complete details of this program may be obtained from the Director of Finance and Administration.

District Discounts

Full-time regular employees may purchase merchandise at a 10% discount from 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.

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Attendance and Punctuality

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 doctor's 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.

Meal, Rest, and Recovery Time

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.

An employee shall not be required to work during a meal period, in accordance with state law. If the District fails to provide an employee with a required meal period, the employee will be paid one additional hour of pay at the employee's regular rate of compensation.

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 period. You should immediately report a manager's or supervisor's instruction to skip or work during a meal period to your 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.

Rest and Recovery Periods

Employees will receive one 10-minute paid break for every four hours worked (or major fraction thereof). Rest and recovery 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 and recovery periods are counted as hours worked, and thus, employees are not required to record their rest periods on their timesheets or time cards. However, no supervisor is authorized or allowed to instruct or allow an employee to waive a rest or recovery 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 or recovery 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. 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. The District will also 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.

Notify your Supervisor to request time to express breast milk under this policy. The District reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations and in accordance with applicable law.

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. If you have knowledge of such a conflict or a potential conflict you should contact your Supervisor.

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.

Among other things, the following may result in disciplinary action, up to and including discharge: 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; performing outside work or use of District property, equipment or facilities in connection with outside work while on District time; 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 limit an employee's rights under Section 7 of the National Labor Relations Act.

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 30 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 that relates to your performance or any grievance that concerns you. 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. To maintain 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, 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 others 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.

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

The District will reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. All cash advances must be accounted for and expense receipts are required.

The following business expenses will be reimbursed:

- Travel Expense
- Automobile/Mileage
- Lodging
- Tips
- Business Meals

See your Supervisor regarding additional reimbursable business expenses.

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.

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 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.

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 during working time. "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 during working time.

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. 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.

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 your 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 during working time (see Social Media policy);
- To solicit employees or others during working time;
- 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; and
- 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, mail

box, 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. You may not install password or encryption programs without the written permission of your 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 fine and imprisonment for violation of applicable laws.

This policy does not limit an employee's rights under Section 7 of the National Labor Relations Act. 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. Nothing in this policy is meant to restrict an employee's right to engage in Section 7-protected communications on nonworking time.

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 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 web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, 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. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, 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.
2. 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, people working on behalf of the District or competitors.

3. Maintain the confidentiality of District trade secrets and proprietary or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
4. 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.
5. 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".
6. 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.

7. 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.

You should not speak to the media on the District's behalf without contacting your 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.

Nothing in this policy is designed to limit an employee's rights under Section 7 of the National Labor Relations Act.

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, Non-Harassment, Sexual Harassment, and Equal Employment Opportunity.

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

Dress Policy

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

Our customers' satisfaction represents the most important and challenging aspect of our business. Whether or not your job responsibilities place you in direct customer contact, you represent the District with your appearance as well as your actions. The properly-

attired individual helps to create a favorable image for the District, to the public and fellow employees.

The District maintains a business casual environment. All employees should use discretion in wearing attire that is appropriate for the office and customer interaction.

Operations/Maintenance are required to wear trousers or shorts made of denim, or other static electricity-minimizing material. These garments must be hemmed. District issued shirts are to be worn while working. Protective foul weather gear will be provided for use when conditions require.

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, salary history, and job title.

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 or PDAs 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 or PDAs while driving is prohibited. Employees are expected to comply with applicable state laws regarding the use of cellular telephones or PDAs.

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 or PDAs 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 or PDAs. If you lose, break or damage your District cellular telephone or PDA, report it to your Supervisor at once. All cellular telephones or PDAs 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 or PDA.

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, note pads, 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. Generally, we will confirm upon request our employees' dates of employment, salary history, and job title.

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

Approval Copy 07/07/2015

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. Employee training in basic risk management processes.
6. 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!!

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 first aid and fire-fighting 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 as written in our safety procedures manual.

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 (such as 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

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 consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from the District's property. In addition, the District reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. 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. Inspection may be conducted at any time at the discretion of the District.

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 security procedures or any other District 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 designated safety coordinator prior to purchasing chemicals for the District or bringing them on to our premises. For additional information, please refer to our District's written Hazard Communication Program. If you have any questions, ask the Safety Coordinator or 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 or replacement to the Safety Coordinator.

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.

If you are aware of violations or threats of violations of this policy, you 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.

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.

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 UNICOM area and Maintenance Shop. Should an injury occur, use common sense and do not hesitate to use 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 Material 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. If you are saturated with aviation fuels, stop fueling and wash affected areas immediately. Saturated clothing should not be worn for longer than necessary to get to the wash station. Coveralls may be obtained in maintenance.

Automated Emergency Defibrillators (AED) are located in UNICOM, the maintenance building, and in the UNICOM vehicle. Follow instructions for use, but do not delay calling 911.

Security

See separate standard procedure instruction 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 Manager.

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 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

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, you 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 Employment-At-Will 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. 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 have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

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 Director of Finance and Administration or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____

Approval Copy 07/07/2015

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Approval Copy 07/07/2015

Receipt of Changes or Additions to Employee Handbook

I received a revised copy of the updated policies for my Employee Handbook. I understand that I am responsible for reading the updated and/or new policies, replacing them in my Employee Handbook with this revised version, and complying with the revised policies. The policies which have been updated and/or added to the Employee Handbook include:

Acceptable Use of Electronic Communications
Access to Personnel Files
Domestic Violence Leave
Drug and Alcohol Free Workplace
Equal Employment Opportunity
Family Leave Insurance
Family Military Leave
Hazard Communication
Holidays
Lactation Breaks
Meal, Rest, and Recovery Time
Military Leave
No Harassment
No Weapons in the Workplace
Non-Solicitation
Paid Sick Leave
Pregnancy Accommodation
Receipt of Changes or Additions to Employee Handbook
Rest and Recovery Periods
School Visitation Leave
Social Media
Standards of Conduct

These Employee Handbook policies supersede and replace the former Employee Handbook policies contained in the Employee Handbook.

I understand that neither the updated or new policies in this Employee Handbook nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand that the updated and/or new policies do not affect my employment-at-will status, which permits the District or me to terminate the employment relationship at any time, for any reason with or without notice.

I have read and understand the Vacation Policy in this Employee Handbook.

Initials _____ Date _____

If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Handbook, I will bring them to the attention of the Director of Finance and Administration or a member of management.

NAME _____

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