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# **FORA**

## Employee Handbook

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## **I. INTRODUCTION**

It is a FORA objective to provide a work environment that is conducive to each employee's professional growth. FORA has developed a variety of guidelines and policies to support that objective. This Employee Handbook is designed for quick reference and is intended to provide employees with general employment related information. It is not intended to be all inclusive of Administrative Policies and Procedures, Human Resources Policies and Procedures, or State and Federal laws. Nor do the provisions of this handbook constitute an express or implied contract. FORA reserves the right to delete, amend, or add handbook provisions at any time without notice. Questions regarding any of the items discussed in this handbook should be addressed with the employee's supervisor, or with the staff member designated as the Human Resources "HR" Coordinator (current designation Principal Analyst).

FORA fosters open communication and encourages all employees to ask questions and share ideas and information. Employees are expected to speak with their supervisors regarding any questions they may have about their jobs; if the supervisor does not resolve the question, or if it is more comfortable for the employee, employees may bring any issue to the attention of the Executive Officer and/or HR Coordinator.

## **II. A WORD ABOUT THIS HANDBOOK**

This Employee Handbook supersedes and replaces any and all prior Employee Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, FORA 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 Executive Officer of FORA. No oral statements or representations can change the provisions of this Employee Handbook.

This Employee Handbook refers to current benefit plans offered by FORA. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

## **III. EMPLOYMENT POLICIES**

### ***At-Will Employment***

All FORA employees are considered to be employed "at-will." It is expressly understood that employment with FORA is for no specific duration, and shall continue as long as it is mutually agreeable to both the employee and FORA. Either the employee or FORA may terminate the employment relationship, with or without cause or advance notice, at any time. Although FORA may choose to end an employee's employment for a cause, cause is not required. FORA manages at-will employment in accordance with all legal requirements of employers and protections for employees.

No section of this handbook may be construed as establishing anything other than an at-will employment relationship, nor shall it limit management's discretion to manage its workforce and direct its employees. This includes the right to hire, transfer, promote, demote, reclassify, layoff, terminate, or change any term or condition of employment at any time, with or without a reason and with or without notice.

### ***Equal Employment Opportunity***

As an Equal Opportunity Employer, FORA is committed to providing equal employment opportunity and prohibits discrimination against applicants or employees on the basis of race, color, religious creed, national origin, ancestry, age (40 or older), status as a protected veteran, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, gender identity, and gender expression, sexual orientation (including heterosexuality, homosexuality, and bisexuality), marital status, pregnancy, medical condition (including cancer

and genetic characteristics), genetic information, physical or mental disability (including HIV and AIDS), use of Family and Medical Care Leave, or any other classification protected by law.

This policy applies to all employment practices and actions, including: hiring, recruitment advertising, examination, assignment, evaluation, promotion, transfer, demotion, layoff, discipline, termination, compensation, benefits, training, and general treatment during employment.

### ***Reasonable Accommodation***

Pursuant to the California Fair Employment and Housing Act (Government Code Sec. 12940 et seq.) FORA is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of FORA to provide reasonable accommodation to a qualified person with a disability and to enable such person to perform the essential functions of the position for which he or she is applying or in which he or she is employed.

Reasonable accommodation applies to all employment practices and actions, including: recruitment, the job application process, examination and testing, hiring, training, disciplinary actions, rates of pay or other compensation, advancement, classification, transfers and reassignment, and promotions.

FORA will comply with all state laws concerning the employment of persons with disabilities and will act in accordance with regulations issued by the Equal Employment Opportunity Commission (EEOC). Questions regarding reasonable accommodation may be directed to the HR Coordinator

### ***Policy against Harassment, Discrimination and Retaliation***

It is the intent of FORA to provide a work environment that is free of harassment, discrimination and retaliation. This policy applies to all employees, applicants, and contractors and prohibits harassment and discrimination based upon the protected categories shown above in the Equal Employment Opportunity section of this handbook. FORA regularly provides training related to harassment, discrimination and retaliation prevention to supervisors and managers.

FORA encourages individuals to immediately bring any concerns of harassment, discrimination or retaliation to the attention of management or the HR Coordinator. FORA will conduct investigations and take appropriate action as warranted to ensure that any acts of alleged harassment, discrimination or retaliation are addressed effectively. No employee will be subject to, and FORA prohibits, any form of discipline or retaliation for good faith reporting of incidents of alleged unlawful discrimination, pursuing any such claim, or participating in any way in the investigation of such reports. Any form of discrimination or retaliation against employees will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

**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 your supervisor, HR Coordinator, or the Executive Officer.**

In addition, employees have the option to report harassment, discrimination or retaliation to the EEOC or the California Department of Fair Employment and Housing (DFEH). These governmental agencies offer legal remedies and a complaint process.

### ***Nepotism (Employment of Relatives)***

In order to maintain employee morale and professional working relationships, FORA has established guidelines for employment of relatives. No employee will have direct supervision of or control over, initiate, or participate in any personnel action that may affect another FORA employee who is a relative. Relative is defined as any person within third degree by blood or marriage or registered domestic partnership.

## ***Performance Evaluation***

Performance evaluations are an important aspect of FORA's communication regarding goals and measures of success. Employee performance evaluations are intended to provide a useful tool for managers and supervisors to effectively establish goals and objectives, measure employee performance and provide information to employees regarding their job performance and performance expectations. Effectively administered performance evaluations also promote an employee's ownership of job responsibilities and career growth, as well as foster mentoring/coaching relationships between managers/supervisors and employees.

All employees receive an annual performance evaluation. Newly hired employees and employees who have been placed in a new classification will receive a performance evaluation at three months and six months. Evaluation forms are official documents that are placed in the employee's personnel file.

At the beginning of the evaluation period, employees will be given specific and measurable expectations and goals for that evaluation period. FORA views the performance evaluation process not as a once a year exercise, but rather as an ongoing dialogue between managers/supervisors and employees where coaching and feedback is provided on a regular basis. Direct, factual, timely and constructive feedback is essential to effective performance management. Performance evaluations must not include any information that would come as a surprise to the employee; instead, feedback regarding job performance should be given to the employee throughout the evaluation period. Because the performance evaluation serves as documentation of the employee's job performance, it is important that how the employee has performed during the evaluation period is thoroughly and accurately described in the evaluation.

Special evaluations may be given to an employee at any time during an evaluation period to acknowledge meritorious job performance or to address specific performance deficiencies. A special evaluation may be used to evaluate an employee's performance in just one, or in only a few, specific areas, based upon the specific situation. Special evaluations related to performance deficiencies are most often used in conjunction with a Performance Improvement Plan (PIP).

A PIP is a tool that may be used by a manager/supervisor to address an employee's specific job performance deficiencies. The PIP is a written document that is typically in place for a three or six month time period, and is an official document that is placed in the employee's personnel file. The PIP describes the areas of concern and needed improvements, as well as related performance expectations and strategies for achieving success. A PIP is not considered a disciplinary document.

## ***Personnel Records***

In order to receive appropriate and uninterrupted benefits, employees are required to provide accurate and up to date information to FORA. This information is also necessary to determine the amount of wage deductions for federal and state income tax. Employees are responsible for providing FORA with the following information and notifying the HR Coordinator or the Controller immediately whenever there is a change in the following personal information:

- Name, through marriage or otherwise.
- Home and/or mailing address.
- Telephone number(s).
- Emergency contact information.
- Change in marital status or number of dependents.
- Insurance beneficiary.
- Payroll deductions.
- Banking information (*direct deposit*).

The official personnel file for each FORA employee is maintained by the HR Coordinator in a secure and confidential manner. Personnel files are the property of FORA and, per Section 6254 of the California Government Code, are exempt from access to public records requirements. Employees may review their personnel files, in the presence of the HR Coordinator, at reasonable times and intervals and may make an

appointment with the HR Coordinator to do so. An employee may authorize access to information in his/her personnel file by providing a signed authorization for such access.

### ***Employee Medical Records***

All employee medical records are held in confidence in order to avoid unauthorized disclosure. In compliance with state and federal laws, FORA maintains employee medical records separate from employee personnel files. The Controller maintains these records and employees may review their medical records in the presence of the Controller or the HR Coordinator by making an appointment to do so. Employees may also authorize access to these records by providing a signed authorization for such access.

### ***Immigration Law Compliance***

FORA is committed to employing only U.S. citizens and those non-citizens who are lawfully authorized to work in the United States. In order to comply with the Federal Immigration Reform and Control Act (IRCA) of 1986, upon hire, each employee must complete an Employment Eligibility Verification Form (Form I-9) and present proper documents to establish their identity and employment eligibility within three working days of hire. If the employee is unable to present the actual documents to satisfy the I-9 regulations within those three days, the employee must present a receipt for application of replacement document(s) and then present the actual document in accordance with U.S. Citizenship and Immigration Services requirements (typically within 90 days).

### ***Separation of Employment***

An employee may terminate his or her employment at any time, with or without a cause and with or without notice. Likewise, FORA may terminate an employee's employment at any time for any reason, with or without a cause, and with or without notice, subject to applicable state and federal regulations.

Employees must return all FORA property and keys in their possession or control on their last day of work or as directed by their supervisor.

**Reference checks: All requests for references must be directed to HR Coordinator.**

### **Resignation / Retirement**

Resignation is when an employee voluntarily decides to separate employment with FORA. FORA requests that employees provide as much advance notice of their resignation as possible. Written notice of an employee's resignation must be submitted to the employee's supervisor. The notice should include:

- The last scheduled day of work.
- Reason for resignation.
- Any time off that will be requested prior to the last day of employment, if applicable.

Failure by an employee to provide notice of resignation at least two weeks prior to the effective date of resignation may result in a record of insufficient notice being placed on file; and failure to give sufficient notice may disqualify the employee from future employment. Once the resignation is accepted by FORA management, the employee may rescind or modify the separation date only upon the approval of the Executive Officer. Employees resigning due to retirement should contact the Controller or HR Coordinator at least three (3) months prior to their anticipated retirement date to allow sufficient time for processing the CalPERS retirement and benefit documents.

### **Termination / Layoff**

Termination is employment separation initiated by FORA. Reasons for termination may include, but are not limited to, job performance problems, violation of safety rules, violation of FORA policies, and layoff/reduction in force. A lay-off is a separation resulting from lack of work, lack of funds, or abolishment of a position in the interest of efficiency. The need for reduction in force shall be determined by the Executive Officer and approved by the Board of Directors. When the decision has been made to reduce the number of positions, FORA will attempt to provide advance notice to the affected employee(s), if possible, in order to minimize the impact on those affected.

## IV. PERFORMANCE STANDARDS

### ***Work Rules and Behaviors***

FORA encourages a congenial work environment of respect and professionalism. All employees who are part of the FORA team are expected to be reliable team players, perform their jobs well, be considerate, and interact professionally with others.

In order to maintain a comfortable work environment, FORA will address any violations of FORA work rules or policies. FORA reserves the right to impose the form of discipline it chooses in a particular instance. Disciplinary action may include verbal or written warnings, suspension, demotion, or termination. Nothing in this handbook should be construed as a promise of specific treatment in a particular disciplinary situation.

### ***Ethics and Integrity***

FORA is committed to ethics and integrity in all dealings. We view integrity as the sum total of everyday decisions and actions taken by every employee; decisions to do what is right, to share information, and to speak up. As part of the FORA team, each employee is expected to demonstrate honesty, strength of character and integrity, and to report any actions they feel are not in alignment with these standards. FORA's reputation and continued success are dependent upon each employee's ability to consistently demonstrate sound judgment and to deal fairly and honestly with others.

FORA is committed to a code of conduct that ensures ethical behavior and compliance with all federal and state laws and regulations in conducting business. Below are some specific activities and actions that are prohibited by FORA in order to ensure ethical practices are maintained:

- Disclosure of confidential or material information to anyone other than persons within FORA whose positions require them to know such information, without FORA authorization to do so.
- Conflicts between the interests of employees and FORA.
- Fraud.
- Gifts (except for de minimis value), bribes, kickbacks and other similar payoffs or benefits paid to any suppliers, residents, visitors, government officials or FORA staff.

This list is not exhaustive and employees are expected to use good judgment in applying ethical standards to their actions and to consult with their manager/supervisor when in doubt.

### ***Conflicts of Interest***

The public has the right to expect a level of service and conduct that will promote and preserve confidence in and respect for FORA as a governmental entity. All FORA employees are expected to conduct themselves in a manner that exemplifies such characteristics as honesty, integrity, restraint and impartiality. Employees are not to utilize their positions for personal gain or for the specific benefit of any citizen or citizen group. Employees are expected to consult with their supervisor regarding any situation that they believe may conflict with FORA's interest or have the appearance of impropriety.

FORA employees, identified in the Master Resolution, who make or participate in making decisions, which may have an effect on financial issues, and, as such, are subject to the provisions of California Government Code Section 87103. These employees shall file a Statement of Economic Interests, on forms required by the Fair Political Practices Commission, with the Executive Assistant/Deputy Clerk, no later than April 1 of each calendar year.

### ***Political Activity***

These restrictions related to political activities in the workplace are solely for the purpose of keeping FORA jobs free from political influence. Nothing in this policy is intended to prevent employees from voting, belonging to political organizations, engaging in political activities, or attending political meetings on their own time.

While on the job, during working hours, employees may not campaign for, or against, any candidate or issue, engage in political activities, or solicit funds for political groups. Employees may not use their title or position with FORA to engage in political fundraising at any time. Additionally, employees may not solicit or distribute politically oriented information or materials, nor place or post such materials on FORA bulletin boards, including the placement of stickers on FORA vehicles, buildings or other property owned by FORA.

### ***Nondisclosure of Confidential Information***

During the course of employment, employees may have access to certain confidential information including: legal information, employee information, business records, customer information, business systems, future plans and other information that FORA considers confidential and sensitive. Employees are expected to use discretion and exercise caution in regard to keeping information confidential about FORA business and employees. Any question about the confidentiality of information should be referred to the Executive Officer or designee.

### ***Media Inquiries***

News media often contact FORA with requests for information. Employees are not authorized to provide information to the news media. All inquiries from the media concerning FORA operations and/or policies shall be referred to the Executive Officer or designee. All inquiries from the media regarding former or current employees shall be referred to the Executive Officer or designee.

### ***Attendance Policy***

Employees are expected to be on duty during the hours and days assigned. FORA depends on each employee to report to work on time. Continued tardiness and/or absences are not acceptable and may result in disciplinary action, up to termination of employment.

Employees who are going to be absent or unavoidably late, are required to call FORA office (the Administrative Assistant and/or their supervisor) as soon as possible. If an employee fails to report for work and does not notify his/her supervisor, this may be considered job abandonment and FORA may conclude that the employee has voluntarily resigned.

While it is sometimes necessary for employees to take care of personal business during the workday, personal business should be kept to a minimum and should be conducted during break times whenever possible.

Every employee is expected to be "on-duty" for FORA Board meeting dates. These dates are established at the beginning of each calendar year.

### ***Dress Code: Attire and Grooming Policy***

Because FORA strives to maintain a professional work environment, all employees are expected to exercise sound business judgment with regard to personal appearance, dress and grooming. The dress standard at FORA is business professional attire.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image FORA presents to the public. During business hours or when representing FORA, employees are expected to present a clean and neat appearance and to dress and groom themselves according to the requirements of their positions.

Without unduly restricting individual tastes, the following personal appearance guidelines have been established: T-shirts, shorts and flip-flops do not constitute appropriate professional attire; visible excessive tattoos and similar body art must be covered during business hours; facial jewelry such as eyebrow rings, nose rings and lip rings, are not professionally appropriate at FORA and may not be worn during business hours.

FORA recognizes the importance of individually held religious beliefs to persons within its workforce and will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless accommodation creates an undue hardship. Staff members requesting workplace attire accommodation based upon religious beliefs, disability or another protected status should notify their supervisor or the HR Coordinator.

### ***Smoking***

FORA maintains a smoke-free work environment. In order to provide employees with a safe and healthful work environment and ensure compliance with the law, smoking is not permitted in any enclosed workplace or within twenty (20) feet of any exit or operable window of FORA facilities. In addition, smoking in any FORA vehicle is also prohibited.

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

### ***Resolving Performance Issues***

Employees are expected to effectively perform the duties required of their positions. If it is determined that an employee is performing at an unsatisfactory level, has violated a policy, or engaged in behavior that is inappropriate, appropriate disciplinary action will be taken, up to and including termination of employment.

As previously noted, employment with FORA is at-will and may be terminated by the employee or the employer at any time, with or without cause, and without following any system of discipline or warnings.

FORA reserves the right to impose whatever level of discipline it deems appropriate in a particular instance. Disciplinary action may include verbal or written warnings, written reprimands, suspension, demotion, or termination. Nothing in this handbook should be construed as a promise of specific treatment in a given situation.

## **V. EMPLOYEE COMPENSATION**

### ***Employee Classifications***

FORA's employees are classified as Regular Full-Time, Part-Time or Temporary Employees.

- **Full-Time Employees:** Employees regularly scheduled for 34 or more hours per week are considered full-time employees and are eligible for all FORA benefits.
- **Part-Time Employees:** Employees regularly scheduled for fewer than 34 hours per week are considered part-time employees. Regular part-time employees may be eligible for benefits based on the number of hours worked and other conditions.
- **Temporary Employees:** FORA may retain temporary workers including those contracted through employment agencies. These employees work no more than 999 hours per fiscal year and are eligible for only those benefits required by applicable state and federal laws.

Internships are available to full-time college students (taking twelve (12) or more units), and limited to no more than nineteen (19) hours per week during regular Fall/Spring semesters or quarters. Additional hours may be offered during semester or quarter breaks.

### ***Overtime***

**Non-Exempt:** Non-exempt positions are covered by the Federal Fair Labor Standards Act (FLSA) wage and hour laws. Employees in non-exempt positions are entitled to overtime pay.

**Exempt:** Exempt positions include work duties that are exempt from overtime according to the provisions outlined in the FLSA.

Only employees in non-exempt positions are paid overtime. All overtime for non-exempt employees must be authorized in advance by the employee's supervisor. Because unauthorized overtime is against FORA policy, employees who work unauthorized overtime may be subject to discipline up to and including termination. Overtime is computed on the basis of the total hours worked in a workweek. Hours that are paid for but not worked (e.g. holidays, vacation, etc.) do not count as hours worked for overtime calculation purposes. For the purpose of calculating overtime, each workday begins at midnight, and each workweek begins at midnight on Sunday night.

When approved overtime is worked, employees will be paid in accordance with Federal laws, which currently provide for 1 1/2 times normal pay for hours worked over 40 hours in a week.

Overtime pay is designed to deal with unusual situations and sudden demands on staff time. It is not designed to be a routine way of dealing with an employee's regular workload. If an employee is regularly unable to finish his/her work in the time allotted, the situation should be discussed with the employee's immediate supervisor.

### ***Compensatory Time***

Upon approval of the employee's supervisor, non-exempt employees working overtime may elect to receive overtime pay at the rate of one and one-half hours (1.5) for each hour of overtime worked or compensatory time hours at the same conversion rate. An employee with accrued compensatory time shall be permitted to use such time within a reasonable period after making the request to their supervisor, unless such time off will unduly disrupt the operations of the Agency.

Payment for compensatory time upon separation of employment shall be for all available compensatory time at the employee's current hourly rate of pay.

### ***Longevity Pay***

Effective January 1, 2012, longevity pay will be provided to full-time employees as follows:

Ten (10) years of continuous full-time service:	5% of base salary
Thirteen (13) years of continuous full-time service:	10% of base salary (additional 5%)

- Longevity pay amounts are computed by multiplying the employee's annual base salary rate (as of the eligibility date) by the appropriate percentage.
- Longevity pay is not considered a part of annual base pay nor is it represented in employee and payroll records as part of annual base salary.
- Longevity pay is not awarded where there are breaks in service.

### ***Time Records***

FORA requires all non-exempt employees to record hours of work daily using the timesheets provided and in a manner directed by the Accounting Department. Timesheets serve as: 1) legal authority of employee payroll, 2) verification of time off, 3) support for proper work time to fund and project assignments, and 4) documentation for alternative work schedules. All timesheets must be approved by the employee's supervisor.

If an employee fails to record starting or quitting time or there is an error on the timesheet, the supervisor must be notified. Employees may only record time on their own timesheets. Recording time for another employee may lead to discipline, up to and including termination.

Exempt employees work those hours that are necessary to complete their work, are required to work a minimum of 40 hours per week, and may work irregular schedules that vary day-to-day and week-to-week. Work schedules often include irregular and unpredictable hours above and beyond the "normal 40-hour work week." Exempt employees are required to keep time records in a manner provided by the Accounting Department. Exempt employees are subject to public accountability and are required to record and document absences from work.

### ***Breaks and Meal Periods***

FORA provides employees in non-exempt positions rest and meal periods in accordance with applicable laws. Employees generally will receive an unpaid meal period of at least thirty (30) to sixty (60) minutes for a work period prior to working more than five (5) hours per day. If the total work period is no more than six (6) hours per day, the meal period may be waived upon the mutual consent of the employee and the supervisor. Employees are also entitled to a second meal period of at least thirty (30) minutes minimum if they work more than ten (10) hours per day.

Employees may not perform any work during their meal periods and they are free to leave FORA premises. Employees are also entitled to take rest breaks during their workday. Employees will receive one paid fifteen (15) minute rest period for each four (4) hour work period or major portion thereof.

Breaks may not be combined with meal periods or taken at the beginning or end of the employee's shift in order to shorten the workday.

### ***Alternative Work Schedules***

FORA acknowledges that there may be benefits to both the Agency and the employee in working an alternative schedule. Examples of alternate schedules include 4/10, 9/80, flex-time, job-sharing, and voluntarily reduced work hours. Alternative schedules allow employers to better use facilities and equipment by reducing idle time, enhance customer service due to the potential for expanded service hours, and maximize the value of employee compensation and benefit expenses. In addition, the alternative work schedule can improve the ability to recruit and retain workers, improve employee morale and productivity, and decrease tardiness and absenteeism. Employees can also benefit from less time commuting, reduction in transportation costs, childcare or other daily work-related expenses.

Managers have the discretion to consider and implement alternative work schedules based on the operational and managerial needs of FORA. A compressed workweek is one in which employees work the same amount of hours in fewer days than the customary number of days per week. Nothing shall preclude FORA from changing the hours of operation to better meet the needs of the organization.

In certain situations, temporary telework (telecommuting) may be approved for alternative work arrangements. This is a short-term discretionary program and must be discussed and considered on a case-by-case basis with the supervisor and individual employee. This arrangement must be approved at least 2 days in advance by the supervisor and implemented through the use of the Request for Leave/Time out of Office approval form.

### **Leave While Working an Alternative Work Week Schedule**

If the employee is working an alternative workweek schedule and takes sick, vacation, compensatory, or management leave time, the employee must take the amount of leave associated with that day's schedule. For example, if an employee takes leave on a regularly scheduled nine (9)-hour day, he/she must take nine (9) hours of leave.

### ***Paydays***

FORA pays employees on a semi-monthly basis and has 24 pay periods per year. Distribution of paychecks occurs on the 15<sup>th</sup> and on the last day of the month. If the payday falls on a weekend or holiday, every attempt will be made to distribute paychecks on the preceding workday.

## VI. EMPLOYEE BENEFITS

This handbook provides a summary of FORA's employee benefits program. Detailed information on the employee benefits plans is set forth in the official documents that govern the plans. Accordingly, in the event that information in this handbook differs from the Plan Documents, the Plan Documents will prevail. At its sole discretion, FORA reserves the right to modify or change the benefit program at any time. Employees will be provided advance notice of any substantive changes.

### ***Eligibility***

Regular full-time employees are eligible to participate in all of FORA's benefit programs including Medical, Dental & Vision Insurance, Paid Holidays, Vacation and Sick Leave. Regular, part-time employees may be eligible for benefits based on the number of hours worked and other conditions.

### ***Holidays***

Full-time employees receive the following eleven (11) paid legal holidays each year. An employee is eligible for paid holidays from date of hire.

New Year's Day	Independence Day	Day after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

Additionally, an employee is eligible for two (2) paid floating holidays consisting of the employee's birthday and employment anniversary date.

### **Working on a Holiday**

If it is necessary to work on a holiday that falls on a weekday, a non-exempt employee will be paid at the over-time rate of time and a half. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be a paid holiday, as determined by FORA.

### **Holidays during Vacation**

Designated holidays that occur while an employee is on paid vacation leave shall be charged to holiday hours and not the employee's vacation balance.

### ***Vacation***

All regular full-time employees are eligible for vacation benefits. Vacation accrues each pay period based on the following schedule.

### **Vacation Accrual Schedule**

0-2 Years of Service	96 hours/year (12 days)	4.00 hours per pay period
2-10 Years of Service	120 hours/year (15 days)	5.00 hours per pay period
10+ Years of Service	160 hours/year (20 days)	6.67 hours per pay period

Total vacation accrual is limited to 240 hours. Upon separation of employment, any unused vacation will be paid to the employee at his or her final rate of pay. Vacation is not earned during an unpaid leave of absence.

### **Vacation Cash-Out**

Subject to applicable state and federal income taxes, employees may elect to cash-out up to eighty (80) hours of accrued vacation per fiscal year. Cash-out is allowed once during a fiscal year; it must be processed in

conjunction with a regular paycheck, and requested by the employee no less than ten (10) days before the end of a pay period. Vacation cash-out is not subject to CalPERS or Social Security withholding taxes, but it is subject to Medicare withholding taxes.

### **Scheduling a Vacation**

The time at which a regular employee shall take vacation leave shall be determined with due regard for the employee's wishes and particular regard to the service needs of the department. Vacations will be approved if the appropriate section supervisor can demonstrate to the department head that sufficient coverage can be maintained during the absence. It is the department head's responsibility to determine the base level of service required to meet FORA's goals and objectives.

### ***Management Leave***

Regular full-time employees who are exempt from state and federal overtime requirements may take management leave in recognition of the unique requirements of their job. The allowance for management leave is 40 hours per fiscal year. Employees who do not use all of their Management leave prior to the start of a subsequent fiscal year will only be credited with sufficient hours to maintain a forty (40) hour balance. Employees who use all of their Management leave prior to a fiscal year end and who leave FORA service during the fiscal year will have the pro-rated value of the Management leave deducted from their final paycheck. This benefit will be pro-rated for new hires.

### ***Sick Leave***

Regular full-time employees accrue a maximum of eighty (80) hours paid sick leave per year, which is earned in equal, semi-monthly increments of 3.33 hours per pay period. Employees can accumulate an unlimited amount of sick leave hours. Employees do not accrue sick leave credit during leaves of absence without pay.

Effective July 1, 2015 pursuant to Assembly Bill 1522, an employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later. The Employee shall be entitled to begin using accrued paid sick leave beginning on the 90<sup>th</sup> day of employment.

### **Verification of Illness or Injury**

Verification of illness or injury, in the form of a doctor's certification, may be required after three (3) consecutive days of absence. The doctor's certificate must include the following information: date the condition began, the probable duration of the condition and appropriate medical facts in order to support an employee's claim to take sick leave. A note that states that an employee "states" that he or she has been ill is not acceptable, nor is a doctor's certification that is issued after the date of absence. A doctor's release to return to work is also required for use of sick leave in excess of three (3) consecutive days. The certification must include the date the employee is released to return to work and work restrictions, if any.

In the case of an illness or injury that is covered under the Family Medical Leave Act / California Family Rights Act, requests for medical verification and release to return to work shall comply with both state and federal law.

### **Sick Leave Pay Out**

Eligible employees who separate employment with FORA after five (5) years of continuous employment through voluntary resignation or retirement may be paid up to a maximum of one hundred seventy four (174) accrued sick leave hours. Sick Leave Pay Out is subject to state, federal and Medicare withholding taxes. Employees who voluntarily separate from FORA are entitled to cash out 30% of their accumulated sick leave hours (limited to 174 hours and paid at their final rate of pay).

Employees who retire from FORA may elect to convert all of their accumulated sick leave hours to service credit for retirement purposes, in accordance with FORA's contract with the California Public Employees' Retirement

System (CalPERS); or they may elect to cash out 50% of their accumulated sick leave hours (limited to 174 hours paid at their final rate of pay) and convert any remaining balance to the CalPERS service credit.

Employees with less than five (5) years of continuous service are not eligible for Sick Leave Pay Out.

Additional information on the Vacation and Sick Leave policy is available from the Controller.

## ***Insurance***

### **Life Insurance and Accidental Death and Dismemberment Insurance**

FORA provides eligible employees with life insurance and accidental death and dismemberment insurance, up to a combined benefit of \$50,000, at no cost to the employee.

### **Medical Insurance**

FORA provides medical coverage for eligible employees through CalPERS. Employees currently become eligible for coverage on the first of the month following one full month of employment. On behalf of each employee, FORA contributes a monthly amount to CalPERS, based upon the level of insurance coverage; i.e., employee only, employee plus one dependent, or employee plus two or more dependents. Additional information on the medical plan and cost is available from the Controller.

### **Section 125 Flexible Benefit Plan**

In accordance with IRS Code Section 125, FORA offers a Flexible Benefit Plan to all eligible employees. Through the Flexible Benefits Plan, FORA provides up to \$145.00 per employee per month to off-set any employee contribution toward medical premiums as well as to purchase any of the following optional benefits, on a pre-tax basis:

- Dental Insurance
- Vision Insurance
- Accidental Death and Dismemberment Insurance

Employees may also enroll in the following optional benefits and pay premiums on a post-tax basis:

- Supplemental Life Insurance
- Long Term Disability Insurance

FORA also provides employees the choice of two Flexible Spending Accounts (FSA); a Health Care Spending Account and a Dependent Care Spending Account. Employees can elect to deposit a pre-tax portion of their salary into these accounts and reimburse themselves for eligible expenses, as set forth in the IRS regulations. Money received as reimbursement for eligible expenses is not subject to federal or state income taxes.

### **Medical Waiver**

Employees may elect to decline medical coverage and receive a cash benefit. In order to receive the medical waiver benefit, the employee must provide proof of other current medical coverage. Employees who waive medical coverage are eligible to receive one-half of the amount of the monthly premium of employee-only medical coverage. The medical waiver benefit may be applied toward the purchase of any pre-tax or post-tax optional benefits, or paid as a taxable cash benefit. If the employee declines to enroll in all other optional benefits, the employee shall also receive the monthly \$145.00 Flexible Benefit Plan allowance, as a taxable cash benefit.

Employees receiving the medical waiver benefit must notify the HR Coordinator if they cease to be covered by any other medical plan, thereby making them ineligible for the medical waiver benefit.

Additional information regarding the Flexible Benefit Plan is available from the Controller.

## ***Continuation of Health Coverage - COBRA Benefits***

Employees who are covered by FORA's group health insurance plan may have a right to continue their coverage for a period of time at a time when their coverage would normally end (e.g., upon separation of employment). COBRA premiums are paid by the employee. Eligible employees will receive detailed notices concerning their COBRA rights when they enroll in the group health insurance plan, and when they become eligible for COBRA benefits.

## ***Retirement Program***

### **California Public Employees' Retirement System – CalPERS**

FORA contracts with CalPERS to provide retirement benefits for eligible employees. The retirement plan offered through CalPERS is a defined benefit plan, which means that upon retirement, employees will receive a monthly benefit determined by a set formula. CalPERS uses an employees' years of service, age at retirement and the average of either the highest one-year or three-year compensation period, to determine retirement benefits. Additionally, when an employee began employment with a CalPERS contracted employer determines the level of benefits the employee will receive upon retirement.

To be eligible for retirement benefits, an employee hired by FORA before January 1, 2013, must be at least age 50 and have a minimum of five years of CalPERS-credited service. The benefit formula for these employees is called "2% at 55." CalPERS has defined employees who entered into employment with a CalPERS contracted employer before January 1, 2013 "classic members." For employees hired on or after January 1, 2013 (and new to CalPERS membership), the employee must be at least age 52 and have at least 5 years of CalPERS-credited service. The benefit formula for these CalPERS members is called "2% at 62."

The retirement plan is funded through employee and employer contributions. The percentage of an employee's contribution is fixed by statute and is generally intended to be an amount that will cover half the normal cost of the benefit earned by an employee per year. For employees hired before January 1, 2013, FORA pays both the employee and employer contributions. Changes in the California Public Employees' Retirement Law (PERL) prohibit employers from making employee contributions for new CalPERS members hired on or after January 1, 2013.

In addition to earning service credit while working, FORA has contracted with CalPERS for the "Military Service Credit" optional benefit. This allows employees with military service to purchase additional service credit of up to 4 years. FORA has also contracted with CalPERS for the optional benefit of converting sick leave hours to service credit upon retirement.

Additional information regarding CalPERS retirement is available from the Controller.

### **Deferred Compensation**

Subject to IRS Code Section 457 regulations, FORA offers a deferred compensation plan to all employees. The voluntary 457 deferred compensation plan is a tax-deferred, supplemental retirement savings program that allows employees to save for retirement by making contributions to the plan on a pre-tax basis.

Additional information regarding the 457 Deferred Compensation Program is available from the Controller.

## ***Workers' Compensation***

Pursuant to California Labor Code regulations, all employees are covered by FORA's workers compensation program. The program provides medical benefits and compensation for lost time from work from injuries arising out of and in the course of employment. Employees must report any accident or injury immediately to his or her supervisor.

## ***State Disability Insurance (SDI) Benefits and Paid Family Leave (PFL) Benefits***

If an employee suffers a non-work-related illness or injury that causes the employee to lose time from work, the employee may be entitled to wage loss benefits through the California State Disability Insurance (SDI) program. Additionally, if time is lost from work due to the injury or illness of a family member, or to bond with a new child, an employee may be entitled to wage loss benefits through). Paid Family Leave is a component of the State Disability Insurance program; employees covered by SDI are also covered by PFL. Both SDI and PFL are funded by an employee payroll tax as determined by state law. No more than six weeks of Paid Family Leave benefits shall be paid within any 12-month period.

As of July 1, 2014, SB 770 expands PFL wage-replacement benefits for employees so that they include benefits for time taken off work to care for a seriously ill grandparent, grandchild, sibling or parent-in-law. Previously, PFL defined "family member" as a child, spouse, parent or domestic partner.

SDI and PFL benefit eligibility does not establish a right to a leave of absence, but may provide supplemental income while on a leave of absence. Refer to the leave of absence section for additional information regarding leaves of absence. Additional information regarding SDI and PFL benefits is available from the HR Coordinator.

## **VII. LEAVES OF ABSENCE**

### ***Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA)***

In accordance with the Federal Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), FORA will provide family and medical care leave for eligible employees as required by both state and federal law.

To be eligible for FMLA/CFRA leave an employee must have been employed with FORA for at least twelve (12) months and worked at least twelve hundred fifty (1250) hours during the 12-month period immediately preceding the commencement of the leave.

The FMLA/CFRA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to up to twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth.
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform the essential functions of his or her job.

Specific information regarding FMLA/CFRA, including the process for requesting leave and the impact on an employee's pay and benefits while on leave, is available in the Controller.

### ***Military Family Leave***

#### **Military Caregiver Leave**

Eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered service member or veteran who is recovering from a serious illness or injury sustained in the line of duty while on active duty, or aggravated an existing injury or illness while on active duty, is entitled to up to 26 weeks of leave in a single 12-month period in order to care for the service member or veteran. Where FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition the leave will be designated as military caregiver leave first.

### **Qualifying Exigency Leave**

Eligible employees may take up to 12 weeks of leave for “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. Exigency leave is also available to care for a service member’s parent. Qualifying exigencies include the following eight items: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperations; (7) post-deployment activities; and (8) additional activities not addressed in the other categories.

### ***Pregnancy Disability Leave (PDL)***

In accordance with the California Pregnancy Disability Act, FORA provides medical leave for employees disabled by pregnancy. There is no minimum service requirement for eligibility and an employee is entitled to PDL immediately after her date of hire. Under the act, pregnancy disability is defined as a certified medical condition caused by pregnancy, childbirth or other medical condition related to pregnancy and an employee is entitled to PDL of up to four months (88 working days). Additional information regarding PDL is available from the HR Coordinator.

### ***Workers' Compensation Disability Leave***

In accordance with applicable law, FORA provides leaves of absence for employees injured during the course and scope of their employment. Additionally, as an alternative to a leave of absence, FORA may offer employees modified work in accordance with state law. During a workers’ compensation disability leave of absence, employees are eligible to receive wage loss and medical benefits as determined by state law.

While on a workers compensation leave of absence, employees are responsible for paying their portion of insurance premiums. If the leave of absence extends beyond twelve (12) weeks, employees may elect to continue their group health insurance through COBRA. Employees do not accrue vacation or sick leave or receive holiday pay while on an unpaid workers compensation leave of absence. FORA will comply with its obligations under the California Fair Employment and Housing Act (FEHA) in its effort to return employees to work following an industrial leave of absence.

### ***California Family Sick Leave***

In accordance with California Labor Code Section 233, FORA employees may use 1/2 of their annual sick leave accrual to attend to the illness of a child, parent, spouse, registered domestic partner or the child of a registered domestic partner. For purposes of this leave, parent and child include biological, foster, adopted, step or legal guardian relationships. All conditions and restrictions placed by an employer upon the use of sick leave, such as requiring doctor’s verification, shall also apply to the use by an employee of sick leave to attend to an illness of his or her child, parent, or spouse, or domestic partner.

### ***Bereavement Leave***

FORA provides unpaid bereavement leave of up to five (5) days per occurrence in the case of a death in the employee’s immediate family. Immediate family is defined as father, mother, brother, sister, wife, husband, registered domestic partner, child, child of registered domestic partner, grandchild or grandparent. Employees may use accrued sick leave as compensation for time off due to bereavement leave.

### ***Military Duty Leave***

In accordance with the California Veteran’s and Military Code Section 389 et seq. and the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) 38 U.S.C. Section 4301 et seq., an employee who is a member of the United States National Guard or an armed services reserve component shall be granted a military leave of absence to engage in ordered military duty for a period not to exceed 180 calendar days.

### ***Jury Duty Leave***

All employees may attend jury duty in accordance with their legal obligation to do so. Employees will be granted a paid leave of absence for jury duty leave provided that they give FORA reasonable advance notice of their obligation to serve. Furthermore, it is the responsibility of the employee to provide appropriate documentation if available from the court, such as a copy of the prospective juror's summons or attendance card to his or her manager or supervisor immediately upon receipt and/or returning to work. In accordance with Government Code Section 1230.01, employees shall remit any per diem or other amounts paid by the court in connection with jury duty to FORA. An employee's benefits will not be impacted while the employee is on jury duty leave to the extent permitted by the applicable plans and law.

### ***Witness Duty and Victim Judicial Proceedings***

Pursuant to California Labor Code Section 230.2, FORA provides unpaid leave from work for employees to attend judicial proceedings relating to a crime if the employee is a crime victim (non-FORA related); an immediate family member of a crime victim; a registered domestic partner of a crime victim; or, the child of a registered domestic partner of a crime victim. Employees may take unpaid leave or use any other available time in lieu of unpaid leave. *Immediate family member means the employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.*

Before taking this leave, an employee must provide his or her supervisor or manager a copy of the notice of each scheduled proceeding provided to the victim by the agency responsible for the notice, unless advance notice is not feasible. When an employee cannot provide advance notice of such an absence, the employee shall, within a reasonable time after the absence, provide FORA with documentation evidencing the judicial proceeding.

### ***Time Off to Vote***

FORA encourages employees to fulfill their civic responsibilities by voting. Pursuant to the California Elections Code Sec. 14000, if an employee does not have sufficient time outside working hours to vote, employees may take time off at the beginning or end of a shift to allow for sufficient time to vote, with up to two (2) hours of that time being paid time off.

### ***Volunteer Civil Service Leave***

In accordance with Labor Code Section 230.3, employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel may take time off to perform emergency rescue duty. Emergency rescue personnel means any officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether a volunteer or paid worker.

Employees may take unpaid leave or use any other available time in lieu of unpaid leave.

### ***Unpaid Leave of Absence / Continuation of Benefits***

An employee may be granted a leave of absence without pay (LAWP) for reasons such as illness, work-related injury, parental leave, pregnancy disability leave, the need to provide care for members of his or her family, or for educational purposes. In most cases, employees may continue to receive health plan coverage during an unpaid leave of absence.

Additional information regarding continuation of health plan coverage during a leave of absence without pay is available from the Controller.

## VIII. EMPLOYMENT PRACTICES

### ***Business Expense and Reimbursement***

FORA is authorized to pay actual and necessary expenses of FORA employees and FORA Board members when expenses are incurred in the performance of their official duties. Expenses must always be preapproved using the Purchase Authorization form (PAF), substantiated by business purpose and accompanied by itemized receipts. **FORA Business Expense and Reimbursement Policy** is available on FORA intranet.

Questions regarding FORA's expense reimbursement policy and procedures should be directed to the Controller.

### ***Training***

FORA encourages its employees to participate in training for the purposes of skill enhancement, professional growth, and career development. Attendance at training programs, seminars, conferences, lectures, meetings and other outside activities may be required by FORA or requested by individual employees. Attendance is considered an authorized activity, subject to the policies on reimbursement and compensation, only when the Executive Officer or designee has granted prior written approval.

**Seminar Attendance** – Where attendance is required or authorized by FORA, FORA will reimburse reasonable expenses that generally include registration fees, materials, meals (excluding alcoholic beverages), transportation and parking. Employee attendance, when required, will be considered time worked in accordance with applicable state law and FLSA.

Seminars, conferences and other training programs in which an employee's participation would be beneficial to FORA may be approved by the Executive Officer or designee, based upon available funding.

### ***Records Retention***

To ensure that FORA records and documents are adequately protected, all employees are required to follow the **FORA Records Retention Policy** (available on FORA intranet). The Policy represents FORA's policy regarding the retention and disposal of paper and electronic documents. In the event FORA is served with any subpoena or request for documents, the Executive Officer/Authority Counsel shall promptly inform all staff of any suspension in the further disposal of documents.

## IX. USE OF INTERNET AND COMPUTERS

FORA provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: Internal and external electronic mail (e-mail), telephone voice mail, Internet/Intranet access, and computer hardware and software. As a condition of providing the previously identified communications access to its employees, FORA places certain restrictions on use of the same. This is outlined in FORA's Internet Use Policy and applies to all FORA employees, including full and part-time employees, temporary workers, interns, and any other user of FORA's Internet and electronic equipment.

For questions on the Internet Use Policy, contact the HR Coordinator or IT Technician.

## X. USE OF CELLULAR PHONES AND HANDHELD DEVICES

California law prohibits the use of cell phones while driving unless the driver uses a hands-free device. Using cell phones for writing, sending or reading a text-based communication is also prohibited by state law. All FORA employees are required to comply with these laws and regulations.

**Use of cell phones during work hours is limited to use for business purposes except in the case of essential brief or emergency calls or messages.** Employees should make personal cell phone calls during break or lunch times to the maximum extent possible.

**FORA Cell Phone Policy** (available on FORA intranet) provides for a pro-rated monthly service stipend, based upon the eligible employee's level of work-related cell phone usage.

## **XI. SAFE AND HEALTHY WORKPLACE**

It is FORA policy to maintain a safe and healthy workplace. The following "Safety Rules" have been established in order to create a safe working environment. In keeping with this commitment, and as required by Labor Code Section 6401.7, FORA has established an "Injury and Illness Prevention Program" (IIPP) as part of its safety program. The Assistant Executive Officer or designee has been delegated responsibility for administering and implementing the IIPP. The IIPP will be presented to all new employees as a separate training program, however its basic tenets are summarized as follows:

- Management will attempt to ensure a safe environment in compliance with federal, state, and local safety regulations.
- Employees are expected to follow safety rules, follow established safe work practices and exercise caution in all their work activities.
- All employees are expected to either correct unsafe conditions or immediately report any unsafe conditions to their supervisors.
- Established safe job procedures must be followed by all employees.
- If unsure of how to perform any assigned task employees are expected to ask their supervisor or manager before proceeding.
- If a repetitive task causes discomfort, or an employee feels it is unsafe or unhealthy, the employee is expected to report it to the supervisor or manager immediately.
- Employees are requested not to attend work while sick or contagious.
- Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor.

In an effort to mitigate injury produced by repetitive stress and to protect workers from the risks of repetitive-motion-caused musculoskeletal disorders (sometimes referred to as "ergonomic injuries"), FORA recognizes that ergonomics is an important safety and compliance issue and is committed to minimizing workplace injuries and illnesses through improved workplace design.

While many ergonomic adjustments (correcting seat height, replacing a flickering computer screen, etc.) can be made easily, some workplace ergonomics challenges are too difficult to solve on your own. In such cases please contact the HR Coordinator.

### ***Threats of Violence***

Because safety in the workplace is critically important, FORA asks that employees immediately report any perceived or actual threats of violence. Employees who overhear a co-worker or anyone on FORA property making a threat of violence, or otherwise learn of any threat of harm to themselves, to other employees, or to any people on FORA property, have an obligation to immediately report the matter to their supervisor or the HR Coordinator. All reports made to FORA will be promptly investigated.

Violence include:

**Assault:** To attack someone physically or verbally, causing bodily or emotional injury, pain, and/or distress.

**Intimidating or Harassing Behavior:** Threats or other conduct which in any way create a hostile work environment, impair agency operations; or frighten, alarm or inhibit others. Psychological intimidation or harassment includes making statements which are false, malicious disparaging derogatory, rude, disrespectful, abusive, obnoxious, insubordinate, or which have the intent to hurt others' reputations. Physical intimidation or harassment may include holding, impeding or blocking movement, following, stalking, touching, or any other inappropriate physical contact or advances.

**Workplace violence:** An action (verbal, written, or physical aggression) which is intended to control or cause, or is capable of causing, death or serious bodily injury to oneself or others, or damage of property. Workplace violence includes abusive behavior toward authority, intimidating or harassing behavior and threats.

### ***Substance Abuse Policy***

Because it is well documented that substance abuse in the workplace negatively impacts employee performance, worker safety, and the safety of the general public, it is FORA's policy that employees shall not be under the influence of alcohol or drugs, nor possess alcohol or illegal drugs while on FORA property, at off-site work locations, or while on duty or subject to being called to duty (e.g., breaks, meal periods, etc.). Employees who use illegal drugs, or who abuse alcohol or drugs legally prescribed by a physician, are prone to more industrial accidents, work at a less efficient rate, miss more time from work, and create a greater risk of harm to themselves and their coworkers than do employees who do not engage in drug or alcohol abuse. For these reasons, FORA does not tolerate employees selling, buying, distributing, possessing, or being under the influence of alcohol, illegal drugs or other controlled substances during work hours. FORA reserves the right to search all work areas and FORA property at any time.

If for any reason an employee must take a prescription drug that may have any side effects that hinder performance of the employee's job duties, the employee is required to notify the supervisor before starting work.

Employees who think they may have an alcohol or drug abuse problem are urged to voluntarily seek assistance.

### ***Driving While on FORA Business***

In order to drive while doing business for FORA, employees must fulfill the following requirements:

- Possess a valid California Driver's License.
- Provide proof of automobile insurance.

If an employee is involved in an automobile accident while on work time and in their personal vehicle the employee is required to immediately contact their supervisor.

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK**

I have received a copy of the FORA Employee Handbook. **By signing this acknowledgement, I agree to read the Employee Handbook (including referenced policies) and comply with the outlined policies and practices of FORA.** If I have any questions regarding the content of this handbook, I will discuss those questions with my supervisor or the Human Resources Coordinator.

I understand that neither the Employee Handbook nor any other communication by a management representative is intended to in any way create a contract of employment, either express or implied. Rather, I understand that FORA and I each have the right to end our employment relationship for any reason at any time, with or without a reason and with or without notice or cause.

I also understand that any rules, policies, and benefits described in the Employee Handbook may be modified or varied by FORA at any time, except for the rights of the parties to terminate employment at will. In addition, I understand that this handbook supersedes any previous editions.

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Date

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Printed Name

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Signature