



FIRST 5
MARIPOSA COUNTY



COMMISSIONERS

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Welcome New Employee!

On behalf of the Commissioners, I welcome you to First 5 of Mariposa County and wish you every success here.

We believe that each employee contributes directly to First 5 Mariposa County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with First 5.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Jeane Hetland
Executive Director





FIRST 5 COMMISSION MARIPOSA COUNTY EMPLOYEE HANDBOOK

AND

PERSONNEL POLICIES

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GENERAL EMPLOYMENT POLICIES

Introductory Statement

Welcome! As an employee of First 5 Mariposa County (the Organization), you are an important member of a team effort. We hope that you will find your position with the Organization rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the Organization.

This handbook is designed to acquaint all full-time and part-time employees, including managers and supervisors, with First 5 Mariposa County, and to explain the terms and conditions of employment. It is not a contract of employment. Written employment contracts between First 5 Mariposa County and some individuals may supersede some of the provisions of this Handbook.

This handbook summarizes the policies and practices in effect at the time of publication, and it supersedes all previously issued Handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Supervisors or managers will be happy to answer any questions employees may have.

You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by First 5 Mariposa County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As First 5 Mariposa County continues to grow, the need may arise and First 5 Mariposa County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or First 5 Mariposa County to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook, within a reasonable time-frame, as they occur.

Overview of First 5 Mariposa County Commission

The California Children and Families Act (also known as Proposition 10 or “First 5”) was enacted in 1998, by increasing taxes on tobacco products in order to provide the funds to create a comprehensive and integrated delivery system of information and services to promote early childhood development from prenatal to age five. Mariposa County has had a reduction in the augmentation funding over the past two years from \$330,000 to \$197,000 a year. Currently, the Mariposa County Commission receives \$322,000 annually for grants and administration costs. In order to access these monies, the County must adopt a Strategic Plan that shows how Proposition 10 funding will be used to promote a comprehensive and integrated system of early childhood development services.

First 5 Mariposa County, also known as the First 5 of California, Mariposa County (referred to as simply “the Commission” throughout), was created in 1999 to evaluate the current and projected needs of young children and their families, develop a Strategic Plan that describes how the community needs will be addressed, determine how to expend local First 5 resources, and evaluate the effectiveness of programs, services, and activities funded in accordance with the Strategic Plan.

The actions of the Commission are guided by a compelling vision for Mariposa County's children and the mission of First 5 Mariposa County that focuses on the data provided by the Needs Assessment. The vision and mission are:

Vision Statement

All children in Mariposa County will thrive in supportive, loving and nurturing environments, enter school healthy and ready to learn and become productive, well-adjusted members of society.

Mission Statement

To provide for the optimal physical, emotional and intellectual growth of the young children of Mariposa County, the Commission will facilitate, through funding priorities and disbursement of Proposition 10 funds, the creation, implementation or enhancement of integrated and collaborative preventive services and programs.

Currently the Commission funds an oral health grant and two preschools. The health grants Children's Oral Health Dental grant provides screenings, dental education and dental care with two dentists in Mariposa. The two preschools are located in Catheys Valley and Lake Don Pedro and provide kindergarten readiness activities and developmentally appropriate curriculum.

Our experience has shown that when employees deal openly and directly with their supervisors and/or the Executive Director, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that First 5 Mariposa County amply demonstrates its commitment to employees by responding effectively to employee concerns.

First 5 Mariposa County believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Executive Director.

At-Will Employment Status

First 5 Mariposa County personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Organization. Nothing in this Handbook shall limit the right to terminate at-will employment.

No manager, supervisor, or employee of the Organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director of the First 5 Mariposa County has the authority to make any such agreement, which is binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of his or her employment.

Right to Revise

This employee Handbook contains the employment policies and practices of First 5 Mariposa County in effect at the time of publication. All previously issued Handbooks and any inconsistent Policy statements or memoranda are superseded.

First 5 Mariposa County reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document, except for the Policy of at-will employment. However, any such changes must be in writing and must be signed by the Executive Director (ED) of First 5 Mariposa County.

Any written changes to this Handbook will be distributed to all employees within a reasonable timeframe so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this Handbook.

This Handbook sets forth the entire agreement between the employee and First 5 Mariposa County as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee Handbook or in any other personnel document, including benefit Plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

Harassment, Discrimination and Retaliation Prevention

First 5 Mariposa County is an equal opportunity employer. First 5 Mariposa County is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation;
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9]);
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Military or veteran status;
- Any other basis protected by federal, state or local law or ordinance or regulation.

First 5 Mariposa County also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the Organization prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Organization Policy.

Harassment Prevention

First 5 Mariposa County's Policy prohibiting harassment applies to all persons involved in the operation of the Organization. The Organization prohibits harassment, disrespectful or unprofessional conduct by any employee of the Organization, including supervisors, managers and co-workers. The Organization's anti-harassment Policy also applies to vendors, patrons, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment;
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Organization Policy;

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this Policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Non-Discrimination

The Organization is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Organization operations. The Organization prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Organization, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, First 5 Mariposa County is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Organization will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process, and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Organization will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Organization representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The Organization will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a Organization representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Organization will make the accommodation.

First 5 Mariposa County will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor or to any other Organization supervisor, or the HR department, as soon as possible after the incident. You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the HR department. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

First 5 Mariposa County encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this Policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the HR Manager of the Organization so the Organization can try to resolve the complaint.

When First 5 Mariposa County receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The Organization will reach reasonable conclusions based on the evidence collected.

First 5 Mariposa County will maintain confidentiality to the extent possible. However, the Organization cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner.
- Kept confidential to the extent possible.
- Investigated impartially by qualified personnel in a timely manner.
- Documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If the Organization determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The Organization also will take appropriate action to deter future misconduct.

Any employee determined by the Organization to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Accommodation of Disabilities

First 5 Mariposa County is committed to complying fully with the Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA), ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

First 5 Mariposa County is also committed to making every reasonable effort to accommodate an employee's temporary or permanent disability. Provided that, with a reasonable accommodation, employees can perform their essential job duties, employees with disabilities will be given every opportunity to continue working in their current position or in another available position. Note, however, that the Organization will not displace other employees or create new positions to accommodate an employee's disability.

If an employee has a disability and needs a reasonable accommodation, whether on a temporary or permanent basis, the employee must notify his/her supervisor or a manager so that the Organization can engage the employee and his/her healthcare provider in an interactive process to determine which accommodations (if any) are reasonable and feasible.

First 5 Mariposa County Mariposa may request that the employee's treating medical provider verify any and all limitations the employee may have, and that with accommodation, he/she is able to safely perform his/her essential job duties. First 5 Mariposa County will not inquire into any employee's medical diagnosis, and asks that the employee instruct their physician to only communicate

information necessary to determine functional limitations related to the employee's job duties and what accommodations may be both reasonable and possible.

First 5 Mariposa County is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. First 5 Mariposa County will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Leave as Reasonable Accommodation

First 5 Mariposa County is committed to the fair and equal employment of individuals with disabilities. It is First 5 Mariposa County's Policy to provide reasonable accommodation to a qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of First 5 Mariposa County's business. In accordance with the Americans with Disabilities Act (ADA), the Fair Employment and Housing Act (FEHA), and other applicable federal, state, and local law, reasonable accommodations will be provided to qualified individuals with disabilities when necessary to enable them to perform the essential functions of their jobs.

"Disability" refers to a physical or mental impairment that limits one or more of the major life activities of an individual or a record of such impairment. An individual with a disability is qualified if he or she can perform the essential functions of the job with or without reasonable accommodation.

First 5 Mariposa County will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. When an employee requests time off for a reason related to a disability, First 5 Mariposa County will engage in the interactive process with the employee to determine whether the requested accommodation is reasonable or would impose an undue hardship. First 5 Mariposa County will comply with applicable law, including the ADA and the FEHA.

For each position, the job description typically will identify essential job functions. These are tasks that are fundamental to the job. A job function may be considered essential when, for example, the position exists to perform the function, there are a limited number of employees who can perform the function, or the function is highly specialized and the employee was hired for his or her expertise in performing the function.

An employee with a disability is responsible for requesting an accommodation from the HR department or his or her supervisor. First 5 Mariposa County may require medical documentation regarding the disability when requested. Once medical documentation is received, the HR department typically will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job, or to enjoy the same benefits and privileges of employment as similarly situated employees without disabilities.

Based on this interactive process, a reasonable accommodation will be selected that is effective and appropriate for both First 5 Mariposa County and the individual employee. While an individual's preference will be considered, First 5 Mariposa County is free to choose between equally effective accommodations with consideration towards expense and impact on the rest of the Organization.

All information obtained concerning the medical condition or history of an applicant or employee for whom a reasonable accommodation is considered will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Abusive conduct and bullying prohibited

In addition to harassment based on a protected characteristic, First 5 Mariposa County prohibits abusive conduct and acts of bullying. A safe and civil environment is necessary for employees to achieve the high standards we expect. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment and abusive conduct are expected of all employees.

Abusive conduct means malicious conduct by First 5 Mariposa County or an employee that a reasonable person would find hostile, offensive, and unrelated to First 5 Mariposa County's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act generally does not constitute abusive conduct, unless it is especially severe and egregious.

Bullying is repeated, health-harming mistreatment of another employee. Examples of prohibited bullying include, but are not limited to screaming; swearing; name calling; stealing; giving dangerous work assignments; using threatening, intimidating, or cruel behaviors; deliberately humiliating a person; denying advancement; and stealing work credit.

Generally, abusive conduct or bullying:

- Is committed by written, verbal, graphic, or physical acts (including electronically transmitted acts – e.g., using the Internet, a cell phone, or a wireless handheld device).
- Substantially interferes with work, opportunities, and benefits of one (1) or more employees, sometimes through actual sabotaging of work.
- Adversely affects an employee's ability to function at work by placing the employee in reasonable fear of physical harm or by causing emotional distress.

Because bystander support can encourage bullying, First 5 Mariposa County also prohibits both active and passive support for acts of bullying. Employees should either walk away from these acts when they see them or attempt to stop them. In either case, employees should report incidents to a supervisor, management, or the ED. Retaliation or retaliation against any person who reports an act of bullying is prohibited.

Employees who engage in abusive conduct or bullying will be subject to appropriate discipline, up to and including termination.

Lactation Policy

First 5 Mariposa County accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

We will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact the Executive Director to request accommodations.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

EMPLOYMENT

Employment Applications

First 5 Mariposa County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in First 5 Mariposa County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment, regardless of the period of time elapsed before discovery.

Immigration Law Compliance

First 5 Mariposa County is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, 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, within three (3) days of hire. Former employees who are rehired must also complete the form if they have not completed an I-9 with First 5 Mariposa County within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Executive Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

New Employee Onboarding/Orientation

When employees first start working at First 5 Mariposa County, they will have many questions about the Organization as a whole, as well as the specifics about their job responsibilities. Management will work with the employee to make sure that he/she is oriented to the Organization and job. Employees are encouraged to ask questions during the orientation and at any time during their employment with First 5 Mariposa County. Orientations vary according to the position. However, all orientations are designed to:

- Make the adjustment to the new job as smooth as possible.
- Provide employees with information they will need to work effectively at First 5 Mariposa County.
- Inform employees about policies that will affect them.

Help open channels of communication to assist in answering questions and obtaining information.

Introductory Period

The first 90 calendar days of continuous employment, for all new and rehired employees at First 5

Mariposa County, is considered an Introductory Period. Any significant absence (longer than five days) will automatically extend an introductory period by the length of the absence. If First 5 Mariposa County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for an additional three months. Therefore, the maximum possible duration of the introductory period is six months, and in no instance may be extended beyond this. Current employees who move to a different position within the organization, if promoted for example, will not undergo an additional introductory period.

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations, as they learn their responsibilities, get acquainted with fellow employees, and determine whether or not they are happy with their job. First 5 Mariposa County uses this period to evaluate employee capabilities, work habits, and overall performance. At all times during or after the Introductory Period, either the employee or First 5 Mariposa County may terminate the employment relationship at will, with or without cause or advance notice, since the employee's employment at First 5 Mariposa County is, at all times, an at-will employment relationship.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Completion of the Introductory Period does not entitle an employee to remain employed by First 5 Mariposa County for any definite period of time and does not change the at-will nature of the employment relationship. Rather, this period allows both the employee and the Organization to evaluate whether or not there is a good fit for the position.

Job Duties

First 5 Mariposa County believes that employees should have a clear understanding of the primary responsibilities and essential functions of their position. In addition, they should be aware that they are responsible for performing these essential functions and must advise First 5 Mariposa County of any reasonable accommodations that they feel are necessary to perform these duties. Employees will receive a job description, which will contain the duties, qualifications and responsibilities of the job. It may include information on working conditions, tools and equipment used, and relationships with other jobs. Employees should be aware that in response to changes within the Organization, their job responsibilities may change at any time during their employment. Occasionally, they may be asked to work on special projects or to assist with other work important to the operation of their department. Their cooperation and assistance in performing such additional work is appreciated.

Attendance and Punctuality

First 5 Mariposa County employees are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for the employee's fellow employees and supervisor. When an employee is absent, his/her assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Organization business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, the employee must provide reasonable advance notice to his/her supervisor before the time the employee is scheduled to begin working for that day. The employee must inform his/her supervisor of the expected duration of any absence. If the employee fails to provide reasonable advance notice before the employee's scheduled time to begin work, and does not arrive in time for an assigned shift, the employee will be considered

tardy for that day. If the circumstances for the tardiness or absence were unforeseen, the employee must inform his/her supervisor as soon as practicable of the reason for the tardiness or absenteeism.

Generally, if an employee fails to report for work without any notification to their supervisor, and the employee's absence continues for a period of three days, First 5 Mariposa County will consider that the employee has voluntarily abandoned or quit their employment.

Misuse or excessive use of paid sick leave, in excess of the paid sick time protected under California law (which does not count as a violation of this Policy – see "Sick Leave", page 21, for more information); providing false information; or abuse of leave laws will not be tolerated and may lead to disciplinary actions up to and including termination.

Misuse or excessive use of sick time is defined as:

1. Absences occurring so frequently or of such duration as to have an adverse impact on co-workers and/or division operations.
2. Pattern absences, defined as unscheduled absences that occur the day before or after any desirable day off such as a scheduled holiday, a vacation day, a personal day, a specific day of the week, or a weekend.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance Policy. Paid sick time protected under California law does not count as a violation of this Policy.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status.

Categories of Employment

In order to determine eligibility for various benefits, the following categories of employment at First 5 Mariposa County have been established. Employees will be told of their specific category of employment upon hire. If there are any questions, they should be directed to the Executive Director.

Full-Time Employees

Employees who regularly work a minimum of 32 or more per week on a continuing basis are considered to be regular full-time employees. These employees are eligible for most employee benefits as outlined in this Handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the Plans themselves or by law.

Part-Time Employees

Employees who regularly work less than 32 each week on a continuing basis are considered to be regular part-time employees. These employees are eligible for statutory benefits.

Exempt

Federal and state wage and hour laws do not apply to these positions. Exempt employees are paid on a salaried basis and are not eligible for overtime or mandated breaks and meal periods. Exempt employees will receive a salary to get the job done regardless of the number of hours it takes.

Non-Exempt

Federal and state wage and hour laws that include breaks, meal periods and overtime pay requirements apply to these positions. Employees in these positions are normally paid at an hourly rate for each hour they work.

Other Contributors

Consultant or Independent Contractor

A person or Organization hired to provide a specific service for a specific price using their own resources and procedures. *Consultants and/or contractors are not employees and are therefore not eligible for benefits described in this Handbook.*

Volunteers

First 5 Mariposa County greatly benefits from the good will of many volunteers, and they play many vital roles, such as board members, fundraisers, committee members, special event helpers, program volunteers and a variety of other functions. Volunteers work alongside employees and are expected to uphold the First 5 Mariposa County commitment to excellence. Volunteers should read this employee Handbook to better understand the Organization. However, volunteers are not employees and are therefore not eligible for employee benefits as described in this Handbook.

Employees and Volunteer Time

Paid hourly employees are welcome to volunteer for duties *unrelated* to those of their jobs. Labor Laws prohibit First 5 Mariposa County from accepting the volunteer services of an hourly employee for duties that are essentially the same as the duties that the person fulfills as a paid staff member.

WAGES

Workweek

Unless otherwise provided, the workweek at First 5 Mariposa County will begin each Sunday at 12:01AM and ends seven (7) consecutive days later on Saturday at 12:00 midnight.

Paid time off (e.g. holiday and vacation) does not count as hours worked for the purpose of calculating overtime.

Work Schedules

First 5 Mariposa County's normal business hours are 8:00AM to 5:00PM, Monday through Friday, although employees' work schedules may vary. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work. Alternative schedules must be approved in advance by the employee's supervisor. However, under no circumstance may a non-exempt employee work an alternative schedule such as a 4x10 (four (4) days of 10 hours per day), or a 9x80 (eight (8) nine (9)-hour days, one (1) eight (8)-hour day, and one (1) day off), without first contacting the Executive Director to discuss, since such a proposal may only be adopted by first following a number of steps specified in California's labor code. An employee should check with his/her supervisor/the Executive Director if there are questions on hours of work.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require First 5 Mariposa County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their workday on their timesheets. Employees must clock out for their meal period and record the start and end of the meal period. Employees must also record their time whenever they leave the building for any reason other than First 5 Mariposa County business.

Employees are not permitted to work "off the clock." Working off the clock violates Agency Policy. Any work performed before or after a regularly scheduled shift must be approved in advance, by the employee's supervisor. This includes running any work-related errands on the way to or from work. If an employee performs any off-the-clock work, the work must be reported to their supervisor.

Any handwritten marks or changes on the timesheet must be initialed by a supervisor. Altering, falsifying, tampering with time sheets, or recording time on another employee's time sheet, or allowing an employee to punch a timecard for another employee may result in disciplinary action, up to and including termination of employment. Additionally, employees may not transfer timesheet submission responsibility to any other Organization employee.

Any errors on a timecard should be reported immediately to the employee's supervisor.

Please also refer to First 5 Mariposa County's Meal and Rest Break Policy below.

Employees will be required to certify that their time record is accurate by signing their time sheets to certify the accuracy of all time recorded. The supervisor will review and then sign the time sheet before submitting it to the Auditor's Office for payroll processing. The Executive Director will have a Commissioner sign the timesheets.

Meal and Rest Periods

It is the Policy of First 5 Mariposa County to ensure all non-exempt employees are provided with meal and rest periods:

- No employee shall work for a period of more than five (5) hours without an unpaid meal period of at least 30 minutes
- A 10-minute, paid rest period must be taken approximately halfway through any work period of 3 and ½ hours or more. In accordance with state law, these rest periods may not be combined or added to the employee's meal period, nor may they be used as a basis for starting work late or leaving work early

Unpaid meal periods of at least 30 minutes are provided to employees who work in excess of five (5) hours, with the following exceptions:

- In the event the shift is completed within six (6) hours, the employee and the supervisor may mutually agree to waive the meal period. Such agreements must be in writing prior to the event

- In the event an employee works a shift in excess of 10 hours, the employee must be provided with a second meal period of no less than 30 minutes. If the total hours the employee works are no more than 12 hours, the second off-duty meal period may be waived by mutual written consent of the employee and First 5 Mariposa County. Despite the existence of a written waiver for the second off-duty meal period, this meal period must be taken if the employee did not take or receive his or her first meal period for that workday
- When the nature of our work results in employees not being able to be fully relieved of duties during a normally scheduled meal period, the employee and the supervisor or Executive Director may agree to an "On-Duty" meal period. On-Duty meal periods will be counted as time worked and may cause overtime to be incurred. The employee's manager can provide more information

If necessary, an agreement to reflect the above exceptions will be provided to employees upon employment and is available from the employee's manager. Questions regarding meal and break periods may be directed to the employee's supervisor or HR.

Employees must clock out for any meal period and record the start and end of the meal period.

Employees are not permitted to work "off the clock." All work time must be accurately reported on their time record (please see *Timekeeping Requirements* above).

If for any reason an employee is not provided a meal period in accordance with our Policy, or if the employee is in any way discouraged or impeded from taking his/her meal period, or from taking the full amount of time allotted to him/her, the employee should immediately notify the Executive Director.

Anytime an employee misses a meal period that was provided to him/her (or an employee works any portion of a provided meal period), the employee will be required to report to the Executive Director, and document the reason for the missed meal period or time worked.

Please also refer to the First 5 Mariposa County's *Timekeeping Requirements* Policy above.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. First 5 Mariposa County provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. Only actual hours worked in a given workday or workweek can apply in calculating overtime. First 5 Mariposa County will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be authorized in advance by a supervisor or the Executive Director.

Exempt employees may have to work hours beyond their normal schedules, as work demands require. No overtime compensation will be paid to exempt employees.

Payment of Wages

All employees are paid monthly on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the payroll period. The timesheet begins on the twenty-first of the month and ends on the 20th of the following month.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Each payday, employees will receive a pay stub, which shows gross pay for the designated period,

payroll deductions, hourly pay, hours worked, and cumulative salary totals for the year-to-date. Pay stubs will also show available vacation and sick time in hours.

If any corrections, additions, or deductions need to be made to an employee's paycheck, the employee should notify the Executive Director. Changes made will be retroactive to the effective date of change.

First 5 Mariposa County Employees through Mariposa County Auditor's Office have their checks deposited directly into their bank accounts. Live checks are available on line through SurePayroll.

Employees may begin and stop automatic payroll direct deposit at any time. To begin automatic payroll deposit, employees must complete a form (available from the accounting office) and return it to payroll, before the beginning of the pay period for which the employee would like the service to begin.

Employees should carefully monitor their payroll deposit statements for the first two (2) pay periods after the service begins, and notify the payroll/accounting office should there be any issues. Employees may occasionally be required to notify their bank of the direct deposit set-up, and should check with their bank to ensure a smooth set-up.

To stop automatic payroll deposit, employees should email the payroll department at least 10 days before the pay period for which they would like the service to end.

Administrative Pay Corrections

First 5 Mariposa County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director so that corrections can be made as quickly as possible.

Pay Deductions and Setoffs

The law requires that First 5 Mariposa County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Each employee must complete a withholding exemption certificate (IRS form W-4) at the time of hire. This information determines the amount of income taxes withheld. Any changes in material information, such as family status, that increases or decreases the employee's exemptions must be reported. A statement of earnings and taxes withheld is supplied to the employee each year (IRS Form W-2) on or before January 31. First 5 Mariposa County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." First 5 Mariposa County matches the amount of Social Security taxes paid by each employee.

Full-time employees may voluntarily authorize deductions from their paychecks for deferred compensation and/or tax. If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

Wage Garnishments

First 5 Mariposa County is required by law to recognize certain court orders, liens and wage assignments. When First 5 Mariposa County receives a notice of pending garnishment or wage assignment, the employee will be informed of such notice. Employees are strongly encouraged to work out any financial problems before this situation occurs.

Pay for Mandatory Meetings/Training

First 5 Mariposa County will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory
- The meeting, course, or lecture is directly related to the employee's job
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor
- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay

Any hours in excess of eight (8) in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Business Travel Expenses

First 5 Mariposa County will reimburse employees for business travel expenses incurred while on assignments away from the normal work location.

Employees whose business travel is out of Mariposa County will be reimbursed a maximum of \$44.00 per diem for meals (receipts required). The reimbursement for all day business travel away from the town of Mariposa, but still in the County, will be a maximum of \$18.50 for meals. Employees conducting business within the town of Mariposa will be reimbursed for lunch only, maximum \$12.00 per employee. The Executive Director must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives will be reimbursed by First 5 Mariposa County.

Expenses that generally will be reimbursed include the following:

- Mileage costs for use of personal car at the current IRS allowable amount per mile.
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes.
- Reimbursement for parking (receipt required).

Employees who are involved in an accident while traveling on business must promptly report the incident to the Executive Director.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual expenses should accompany reports. An accounting of the mileage can be substantiated by providing directions and mileage to and from the destination through map quest.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Employee Reimbursements

Employees will be reimbursed for purchases that relate to Commission business for program costs.

The Executive Director will have all reimbursement claims for the Director signed by the Chairperson of the Commission. If the Chairperson is unavailable, another First 5 Commissioner will sign the claim. Each Employee or Grantee must sign their claims before presenting them to the Executive Director.

The Executive Director, with Commission approved contracts and the knowledge of the Commission will sign all claims for grantees, school readiness and Commission spending.

Commission Spending

Upon approval, employees who volunteer for interview panels, grant reading, public presentations etc., may be provided or reimbursed for lunch and/or snack food.

There will be no reimbursement for food at Commission meetings

BENEFITS

Benefits Overview

A number of programs such as Social Security, workers' compensation, state disability, state paid family leave and unemployment insurance cover all employees in the manner prescribed by law.

Specifically, the following benefit programs are available to eligible employees:

- State Disability Insurance
- Unemployment Insurance
- Social Security Insurance
- Workers' Compensation Insurance

State Disability Insurance

All employees are eligible for state disability benefits due to a non-Workers' Compensation injury or illness, including pregnancy disability however, State Disability Insurance is not a guarantee of any kind of leave of absence.

Employees are responsible for filing their claims and other forms promptly and accurately with the California Employment Development Department (EDD). A claim form may be obtained from any office of the EDD by telephone, by letter, in person, or via the EDD website at www.edd.ca.gov.

Unemployment Insurance

If an employee's employment with First 5 Mariposa County terminates, the employee may be eligible to receive Unemployment Insurance benefits. This insurance is entirely paid for by the employer and is administered by the state. In most cases, employees must file a claim in order to collect this benefit. Benefits are generally available to employees who are out of work through no fault of their own.

Social Security Insurance

Employees are covered under the provisions of the federal social security law (FICA). Social security benefits can provide employees with some retirement income. There is a deduction from the employee's wages for social security taxes, and this amount is matched by the employer. The total contribution by the employee and the employer is credited toward the employee's social security benefits, which may be available at the time the employee is eligible to retire. In addition, disability and survivors' benefits are financed through social security deductions.

Workers' Compensation Insurance

First 5 Mariposa County, in accordance with state law, provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. (See addition Workers' Compensation information in "Time Away from Work" section).

TIME AWAY FROM WORK

Vacation

Vacation time off with pay is available to regular full-time employees, defined as those employees who work 32 hours or more per week, providing them opportunities for rest, relaxation, and personal pursuits. Full-time employees working under 40 hours per week accrue vacation on a pro-rated basis. Part-time employees, working under 32 hours per week, are not eligible for vacation benefits. Employees who are not eligible for vacation benefits may request time off without pay. Since First 5 Mariposa County currently employs only part-time employees, vacation accrual is not available.

Sick Leave

Regular full-time employees working 32 hours per week or more at First 5 Mariposa County are eligible to accrue 12 paid sick days each year. Accrual begins on the first day of employment and accrues at a rate of 1 day per month. Regular full-time employees may take sick time as soon as it is accrued,

and may carry over accrued, but unused sick time to the following year. There is a 160 hours or 20 days cap on accrued sick time that is carried over for regular, full-time employees.

Part-time employees, who work for First 5 Mariposa County for 30 or more days in a year (this 30-day period need not be continuous) and have satisfied a 90-day employment period from the beginning of employment, are also entitled to paid sick leave. Part-time employees are those employees regularly working under 32 hours per week.

Beginning on the first day of employment, part-time employees will accrue paid sick leave at a rate of one hour for every 30 hours worked. They may use a maximum of three (3) days or 24 hours per year, whichever results in more paid sick leave for the employee, e.g. if an employee typically works 6 hours per day and takes three days off work, they have used only 18 hours of their 24 hours. Part-time employees are eligible to use accrued sick time from the 90th day of employment.

Part-time employees may carry over accrued, but unused sick time to the following fiscal year. There is a 48 hour or six (6) days cap, whichever is more favorable to the employee, on accrued sick time that is carried over.

Sick days may be used for the diagnosis, care, or treatment of an existing health condition or preventive care for either the employee or for a family member, or for an employee that is the victim of domestic violence, sexual assault, or stalking, and who needs the time for purposes such as medical or psychological counseling, court appearances related to the incident, safety planning, etc. Family members include a biological, adopted, or foster child, stepchild, legal ward, biological, adoptive, or foster parent, stepparent, or legal guardian, spouse, registered domestic partner, grandparent, grandchild, and sibling.

Sick time may not be taken in increments of less than two (2) hours, for non-exempt employees.

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to the Executive Director. If the need for paid sick leave is not foreseeable, employees shall provide notice to the Executive Director as soon as practicable. The Executive Director must also be contacted on each additional day of absence.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law. Paid sick leave is a benefit that also covers absences for work-related illness or injury. See Workers' Compensation Benefits and Paid Sick Leave, page 26, for additional information. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or First 5 Mariposa County-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Employees on unpaid leaves of absence do not earn sick time.

Employees may be required to supply a release from their health care provider before returning to work, after three (3) or more days of sick leave usage.

Absences for medical or health care appointments should, if possible, be scheduled at the beginning or end of the day so there is minimal disruption to the workday.

Employees must use sick leave for its intended purpose. Misuse or excessive use of paid sick leave, beyond the sick time protected under California law (which does not count as a violation of this Policy), providing false information, or abuse of leave laws will not be tolerated, and may lead to disciplinary

actions up to and including termination. See Attendance and Punctuality, page 11, for additional information.

Employees will not be paid in lieu of taking actual time off and will not be paid for earned but unused sick days upon termination. If an employee is terminated but is rehired within a year, that employee's accrued but unused sick pay will be reinstated and the employee is immediately eligible to use the previously earned sick time.

Holidays

First 5 Mariposa County will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

A recognized holiday that falls on a Saturday will be observed on the preceding Friday or Monday depending on the designated Mariposa County holiday. A recognized holiday that falls on a Sunday will be observed on the following Monday or on the designated Mariposa County holiday.

If the day on which the holiday is observed falls on a day when an employee is not normally scheduled to work, the employee will not receive holiday pay for that day.

Holiday pay is in proportion to the number of hours an employee would normally be scheduled to work on that day of the week.

If a recognized holiday falls during an eligible employee's paid absence such as vacation or sick leave, holiday pay will be provided, and the paid absence will not be reduced. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

If a non-exempt employee is required to work on a scheduled holiday, the employee will be eligible to take equivalent hours off in lieu of time worked on the holiday, within two (2) pay periods of the holiday, if prior arrangements are made with the Executive Director. Should the holiday not be taken within two (2) pay periods, the day will be paid to the employee in the next regular pay period. Requests for time off in lieu of a worked holiday should be submitted to the Executive Director.

Religious Holidays

As required by law, First 5 Mariposa County will make a reasonable accommodation for the religious practices of its employees and prospective employees, unless to do so would create an undue hardship for First 5 Mariposa County. An employee who requests time off for a religious observance that is not otherwise a First 5 Mariposa County holiday will be allowed to take the time off. The time off will be without pay, unless the employee, if eligible for vacation, requests to use accrued vacation days. If practicable, the employee may be permitted to exchange one (1) of First 5 Mariposa County's

scheduled holidays for the requested time off. This will depend on various factors, including whether or not any part of the Agency is open on the “exchanged” holiday. Employees requesting time off for a religious observance are to notify their managers of the need for the time off at least two (2) weeks in advance. Time off requests should be submitted to the Executive Director in the same manner as all time off requests.

Pregnancy Disability Leave – PDL

If an employee is pregnant, has a related medical condition, or is recovering from childbirth, this Policy should be reviewed. Any employee planning to take pregnancy disability leave should advise the Executive Director as early as possible, and make an appointment to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four (4) months of leave per pregnancy (the working days the employee normally would work in one-third of a year or 17½ weeks). Part-time employees are entitled to leave on a pro rata basis. The four (4) months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care, doctor-ordered bed rest, as well as other reasons. The employee's healthcare provider determines how much time is needed for the disability
- First 5 Mariposa County will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer an employee to a less strenuous or hazardous position (where one is available) or duties if medically needed because of the employee's pregnancy
- Employees who need to take pregnancy disability must inform First 5 Mariposa County when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for the employee), employees must provide at least 30 days advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with the Executive Director regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of First 5 Mariposa County. Any such scheduling is subject to the approval of the employee's health care provider
- For emergencies or events that are unforeseeable, employees must notify First 5 Mariposa County, at least verbally, as soon as practical after the employee learn of the need for the leave
- Failure to comply with these notice requirements may result in delay of leave, reasonable accommodation, or transfer
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide First 5 Mariposa County with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by First 5 Mariposa County. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer. A medical certification form can be obtained from the Executive Director to give to the employee's health provider
- Leave returns will be allowed only when the employee's physician sends a release

- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 15 minutes

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this Policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four (4) months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. In some instances, an employer can recover premiums paid to maintain health coverage, from an employee, if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact the Executive Director for more information.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and childcare, not related to medical disabilities for those conditions, will be considered.

When the employee is ready to return to work, First 5 Mariposa County will also require a medical release to return to work from the employee's health care provider that the employee is able to resume work.

Failure to provide a release to return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

Time Accrual During Unpaid Leave

Generally, employees on unpaid leave are not entitled to continue accruing paid leave benefits such as sick time. This includes those employees who are receiving income replacement benefits such as short- or long-term disability, or workers' compensation (employees on eligible military leave may be entitled to reinstatement upon returning from military leave with all benefits that would have been obtained but for being absent on military leave, a right provided for by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)).

Workers' Compensation

First 5 Mariposa County, in accordance with state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care
- Cash benefits, tax free, to replace lost wages
- Assistance to help qualified injured employees return to suitable employment

To ensure that employees receive any workers' compensation benefits to which they may be entitled, they will need to:

- Immediately report any work-related injury, no matter how slight, to their supervisor
- Seek medical treatment and follow-up care if required
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Executive Director
- Provide First 5 Mariposa County with a certification from their health care provider regarding the need for workers' compensation disability leave, as well as the employee's eventual ability to return to work from the leave

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available.

An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining First 5 Mariposa County's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, First 5 Mariposa County's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

The law requires First 5 Mariposa County to notify the workers' compensation insurance Organization of any concerns of false or fraudulent claims.

Neither First 5 Mariposa County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by First 5 Mariposa County.

Workers' Compensation and Paid Sick Leave

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When an employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary, and will be paid their regular wages for the time he/she spends seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid

as time worked. If an employee has accrued and unused sick leave, the employee may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If an employee does not have accrued, paid sick leave, or if he/she has used all of his/her sick leave, the employee may choose to substitute accrued vacation for further absences from work, related to his/her illness or injury.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify the Executive Director immediately. Up to 5 days of paid bereavement leave will be provided to regular, full-time employees. In cases of great distance or severe emotional hardship, the employee's supervisor may approve additional paid or unpaid time off.

First 5 Mariposa County defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Bereavement pay is calculated based on the base pay rate at the time of absence, in proportion to the number of hours the employee is normally scheduled to work, and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with the Commission's approval, use any available paid leave for additional time off as necessary.

With prior approval, time off without pay may be arranged for an employee who wishes to attend the funeral of other relatives or close friends or other persons to whom it may be reasonably deemed is owed respect.

Time Off to Vote

First 5 Mariposa County encourages employees to fulfill their civic responsibilities by participating in national, state and/or local elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, First 5 Mariposa County will grant up to two (2) hours of paid time off to vote, typically at the beginning or end of the employee's regular work shift, whichever allows the most free time for voting, and the least time off from the employee's regular work shift.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

Jury Duty

First 5 Mariposa County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request up to 4 weeks of paid jury duty leave over any 2-year period.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, accrued vacation benefits) or may request an unpaid jury duty leave of absence. Once any paid time off such as accrued vacation has been exhausted, exempt employees will receive full salary, unless they are absent for a full week and perform no work during that time.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either First 5 Mariposa County or the employee may request an excuse from jury duty if, in First 5 Mariposa County's judgment, the employee's absence would create serious operational difficulties.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Witness Duty

First 5 Mariposa County encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by First 5 Mariposa County, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of 8 hours of paid time off to appear in court as a witness at the request of a party other than First 5 Mariposa County.

Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as accrued vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Domestic Violence, Sexual Assault and Stalking Victim Leave

Employees who are victims of domestic violence, sexual assault or stalking are eligible for leave to obtain any relief to help ensure the health, safety or welfare of themselves or their child(ren), such as obtaining a restraining order, or other court assistance. Employees may use their paid sick time for this purpose.

School Appearance Leave

The parents or guardians of a child, who has been suspended from school, are permitted to take time off if the employee must appear at the school in connection with the suspension. Employees should provide a copy of any notice or certification received from the school stating that the employee's presence is required to the Executive Director.

Military Leave

Employees who wish to serve in the military and take military leave should contact the Executive

Director for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

In addition to the military leave provided to employees under applicable federal law, First 5 Mariposa County provides up to 17 days of job-protected unpaid leave per calendar year to employees who are members of the reserve corps of the armed forces of the United States, the National Guard or the naval militia when called to military duty for purposes of military training, drills, encampment, naval cruises, special exercises or the like, including travel time. Additionally, employees in the California State Military Reserve are entitled to a temporary military leave of absence without pay while engaged in military duty for purposes of military training, drills, unit training assemblies or similar inactive duty training not to exceed 15 calendar days annually, including travel time.

Volunteer Civil Service Leave

No employee who is a volunteer firefighter, reserve peace officer or emergency rescue personnel shall be disciplined for taking time off to perform emergency duty. When taking such time off, the employee should alert his/her supervisor before doing so when possible.

MANAGEMENT

Employee Property

An employee's personal property, including but not limited to lockers, packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of First 5 Mariposa County, possession of dangerous weapons or firearms, or abuse of the Organization's drug and alcohol Policy.

Open-Door

First 5 Mariposa County is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from First 5 Mariposa County Commissioners and management.

We recognize that from time to time problems or difficulties may surface at work. First 5 Mariposa County has a policy of dealing with such problems before major disruptions occur. If you have a complaint or problem, you are to direct it to your immediate supervisor. If the problem is not solved to the satisfaction of the parties, you may request a review of the problem by the Executive Director. The Executive Director will inform the Chairperson of the Commission and a meeting will be scheduled with all parties to resolve the conflict in a peaceful and respectful manner. The final decision will be made based on the information presented and a thorough investigation of the issue. The decision of the Commission shall be final.

First 5 Mariposa County has found that an open door policy helps make a peaceful and enjoyable workplace. Also, the open door policy applies not only to complaints, but also to ideas and suggestions that may be helpful to First 5 Mariposa County.

Workplace Privacy - Audio/Video Recordings

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time. Employees also may not use any audio or video recordings in work areas that First 5 Mariposa County has identified as confidential, secure or private, unless the employee is engaged in protected activity related to improving the terms and conditions of his/her employment, such as documenting health and safety issues.

The Organization uses or may use video surveillance in public areas (not in restrooms, locker rooms or changing areas). The video surveillance will not include sound recording.

Personnel Data Changes

It is the responsibility of each employee to promptly notify First 5 Mariposa County of any changes in personal data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of emergency, tax status (single, married, and/or number of dependents), educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Executive Director of changes and the Auditor's Office (address, phone number, bank for automatic deposit).

Personnel Records

Both current and former employees have a right to inspect or receive a copy of the personnel records that First 5 Mariposa County maintains relating to their performance or to any grievance concerning the employee. Certain documents may be excluded or redacted from the personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to the Executive Director, and only the Executive Director is authorized to release information about current or former employees.

An employee may designate a representative to conduct the inspection of the records or receive a copy of the records. However, any designated representative must be authorized by the employee, in writing, to inspect or receive a copy of the records. First 5 Mariposa County may take reasonable steps to verify the identity of any representative the employee has designated in writing to inspect or receive a copy of their personnel records.

The personnel records may be made available to the employee either at the place where the employee works or at a mutually agreeable location (with no loss of compensation for going to that location to inspect or copy the records). The records will be made available no later than 30 calendar days from the date First 5 Mariposa County receives the written request to inspect or copy the personnel records (unless the employee or representative and First 5 Mariposa County mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request). Payroll records must be provided within 21 calendar days.

If an employee requests a copy of the contents of their file, the employee will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than the employee's designated representative, will be limited. However, First 5 Mariposa County will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Performance Evaluations

The purposes of annual performance evaluations are to appraise past performance, strengthen the relationship between the employee and Executive Director and/or the Commission, clarify performance expectations and increase communication. Performance evaluations are scheduled annually in June.

Objectives:

- Express appreciation of good performance
- Discuss areas that need improvement openly and establish methods for improving each area
- Review or update position descriptions
- Clarify job expectations
- Review standards of performance
- Serve as a basis for deciding merit, promotion or job expansion salary increase
- Establish that an employee has successfully completed his/her probationary period (if applicable)

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted to provide both the Executive Director and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

All employees of the Commission shall be evaluated in writing annually by the Executive Director. New employees may be evaluated at the end of their introductory period or more often if necessary.

All employees shall have the right to provide a written response to his/her evaluation within 15 days of receipt of a written evaluation. All documents shall remain in the employee's personnel file.

Hiring of Relatives and Friends

The employment of relatives or friends in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by First 5 Mariposa County may be hired only if they will not be working directly for- or supervising a relative, or in job positions in which there is a conflict of interest. Should a situation occur where it appears as though one (1) relative may end up working under the direct supervision of the other, this must be specifically addressed in advance by the Executive Director. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

If conflicts of interest or management problems of supervision, security or morale occur as a result of the working relationship of a relative or friend, First 5 Mariposa County may require one (1) or both of the relatives or friends to transfer to another department or be released from employment.

Current employees who marry, become registered domestic partners or begin a relationship

characterized by the permanence, duration and stability normally associated with marriage, will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another, or in job positions involving conflict of interest.

ORGANIZATION PROPERTY

Employer Property

First 5 Mariposa County respects the individual privacy of its employees however, employee privacy does not extend to the employees' work-related conduct or the use of Employer provided equipment or supplies.

Equipment essential to accomplishing job duties is often expensive and may be difficult to replace. When Using First 5 Mariposa County's property and equipment, employees are expected to exercise proper care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. No property may be removed from the premises without authorization from the employee's supervisor. The Executive Director must be notified if any equipment, machines, or tools appear to be damaged, defective, or in need of repair, or if an employee loses, breaks or damages any property. The improper, careless, negligent, destructive, or unsafe use or operation of equipment by any employee can result in disciplinary action, up to and including termination of employment.

Each employee is expected to use proper care when using First 5 Mariposa County's property and equipment. No property may be removed from the premises without authorization from the employee's supervisor. If an employee loses, breaks or damages any property, the employee must report it to his/her supervisor at once.

Lockers, furniture, desks, computers, vehicle, cell phones, and data processing equipment/software are First 5 Mariposa County property and must be maintained according to Organization rules and regulations. They must be kept clean and are to be used only for work-related purposes. First 5 Mariposa County reserves the right to inspect all Organization property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

The employee will be required to sign for all Organization property received, including such items as phones or computers. Prior authorization must be obtained before any Organization property may be removed from the premises.

No personal locks may be used on Organization-provided lockers unless the employee furnishes a copy of the key or the combination to the lock. Unauthorized use of a personal lock by an employee may result in losing the right to use a Organization locker.

For security reasons, employees should not leave personal belongings of value in the workplace.

All Organization property must be returned upon termination, or before an extended leave of absence. Terminated employees should remove any personal items at the time they leave First 5 Mariposa County. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Use of Phone and Mail Systems

Employees may be required to reimburse First 5 Mariposa County for any charges resulting from their personal use of the telephone.

The use of First 5 Mariposa County-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Employees must confirm information received from the caller.

Use of Electronic Media

First 5 Mariposa County uses various forms of electronic communication including, but not limited to computers, e-mail, telephones, Internet, cell phones etc. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of First 5 Mariposa County and are to be used only for Organization business and not for any personal use.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against Organization Policy, or not in the best interest of the Organization.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

First 5 Mariposa County reserves the right to access and review voice mail messages, e-mail messages and texts, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Organization Policy or any law occurs, without notice to the employee and at any time, not necessarily in the employee's presence.

Computers, computer files, the e-mail system, and software furnished to employees are First 5 Mariposa County property, intended for business use. Employees do not have a reasonable expectation of privacy in their email or other electronic communications. Personal use of First 5 computers and networks is prohibited.

All electronic information pertaining to First 5 Mariposa County, created by any employee using any First 5 Mariposa County equipment, or any personal equipment being used for First 5 Mariposa County work, is the property of First 5 Mariposa County and remains the property of First 5 Mariposa County.

Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Organization's ownership of the electronic information. First 5 Mariposa County will override all personal passwords if necessary for any reason. All systems passwords and encryption keys must be available to First 5 Mariposa County management and supervisors, and employees may not use passwords that are unknown to management or supervisors or install unauthorized encryption programs (without turning over encryption keys to the employee's manager).

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by the Executive Director.

First 5 Mariposa County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, First 5 Mariposa County prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

First 5 Mariposa County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, First 5 Mariposa County does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. First 5 Mariposa County prohibits the illegal duplication of software and its related documentation. Employees are prohibited from copying, or otherwise transmitting copyright protected materials without authorization or in violation of the licenses granted to the First 5 Mariposa County.

Employees should notify the Executive Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Off-Duty Use of Facilities

Employees are prohibited from remaining on First 5 Mariposa County premises or making use of Organization facilities while not on duty. Employees are expressly prohibited from using Organization facilities, property, or equipment for personal use. This Policy is not intended to limit the ability of employees to use the Organization's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

Smoking

In keeping with First 5 Mariposa County's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace, and is not permitted within 20 feet of entrance or exit doors, or of any operable windows.

This policy applies equally to all employees and visitors.

Housekeeping

All employees are expected to keep their work areas clean and organized, and materials in good order at all times. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Employees must clean up after meals and dispose of trash properly, and report anything that needs repair or replacement to the Executive Director in writing.

Bulletin Boards

First 5 Mariposa County maintains bulletin boards located in the Mariposa Government Center in the Main Hallway. Bulletin boards are used to provide information to employees concerning specific work related topics. For example, mandatory employment law postings, safety information and Organization information. Employees may not post items on Organization bulletin boards unless the following

conditions are met, having first obtained approval for the posting from the Executive Director:

- Postings may be made by Organization employees only
- The information to be posted must first be approved by the Executive Director
- Postings are limited to 8.5" x 11" in size
- Bulletin boards will be updated every month
- Posted items will be dated and will be removed after one (1) month

Solicitation and Distribution of Literature

In order to ensure efficient operation of First 5 Mariposa County's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on Organization property. First 5 Mariposa County has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

No employee shall solicit or promote support for any cause or Organization during his or her working time, or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

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BUSINESS CONDUCT AND ETHICS

Business Ethics

The successful business operation and reputation of First 5 Mariposa County is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

First 5 Mariposa County will comply with all applicable laws and regulations and expects its directors, commissioners, agents, and employees to conduct business in accordance with the intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and the Executive Director for advice and consultation. The Commissioners will be informed of all situations that involve ethical decision-making.

Compliance with this policy of business ethics and conduct is the responsibility of every First 5 Mariposa County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Professional Standards

Each employee has an obligation to maintain appropriate standards of conduct at all times.

If an employee engages in inappropriate behavior, which interferes with First 5 Mariposa County's operations, corrective disciplinary action may be taken. Disciplinary action may include a verbal warning, written warning, and/or discharge. In certain circumstances, while an investigation is being conducted for example, suspension with or without pay may be appropriate. The appropriate disciplinary action imposed will be determined by First 5 Mariposa County. First 5 Mariposa County does not guarantee that one form of action will necessarily precede another. The use of any form of disciplinary action does not change the at-will status of employment with First 5 Mariposa County.

Gifts and Gratuities

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with First 5 Mariposa County because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with First 5 Mariposa County in advance.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of First 5 Mariposa County, which impairs an employee's ability to exercise good judgment on behalf of First 5 Mariposa County, can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

An employee involved in any of the types of relationships or situations described in this Policy should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether an actual conflict exists. If an actual conflict is determined, First 5 Mariposa County may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and the success of First 5 Mariposa County. Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of an employee's work, First 5 Mariposa County employees may acquire or have access to information regarding First 5 Mariposa County, its suppliers, its customers, or perhaps fellow employees. This information is proprietary to First 5 Mariposa County, and shall not be used by staff members for personal advantage or any other improper purpose. Employees have a responsibility to prevent revealing or divulging any such information unless it is necessary for them to do so in the performance of their duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by the employee's supervisor. Any breach of this Policy will not be tolerated, and employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

This Policy does not prohibit employees from confidentially disclosing proprietary or confidential information to federal, state and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this Policy

is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only the Executive Director, or persons designated by the Executive Director or Commission may comment to news reporters on First 5 Mariposa County Policy or events relevant to First 5 Mariposa County.

This Policy does not limit an employee's right to discuss the terms and conditions of his or her employment, or to try and improve these conditions.

Conducting Personal Business

Employees are to conduct only First 5 Mariposa County business while at work. Employees may not conduct personal business or business for another employer during their scheduled working hours.

Other Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with First 5 Mariposa County. All employees will be judged by the same performance standards and will be subject to First 5 Mariposa County's scheduling demands, regardless of any existing outside work requirements or commitments.

Any employment that directly conflicts with First 5 Mariposa County's essential business interests and disrupts business operations is strictly prohibited.

The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the Company
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Company
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the Company
- Additional employment that requires the employee to conduct work or related activities on Company property during the employer's working hours or using Company facilities and/or equipment
- Additional employment that directly or indirectly competes with the business or the interests of the Company

Employees who wish to engage in additional employment that may create a real conflict of interest must submit a written request to the Executive Director explaining the details of the additional employment. If the additional employment is authorized, First 5 Mariposa County assumes no responsibility for it.

If First 5 Mariposa County determines that an employee's outside work interferes with performance or the ability to meet the requirements of First 5 Mariposa County as they are modified from time to time, the employee may be asked to terminate the outside employment, if he or she wishes to remain with First 5 Mariposa County.

First 5 Mariposa County shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Organization time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for an employee's outside political activities. First 5 Mariposa County will not reimburse any employee for political contributions, and employees should not attempt to receive or facilitate such reimbursements.

Absent a formal statement by First 5 Mariposa County announcing any political endorsements, employees must not, through their own actions, speech, contributions, or written communication, mislead others to believe that First 5 Mariposa County officially endorses or opposes any candidates for political office that First 5 Mariposa County itself has not publicly announced. Organization employees are entitled to their own personal position.

First 5 Mariposa County will not discriminate against employees based on their lawful political activity engaged in outside of work.

Personal Telephone Calls

Although use of First 5 Mariposa County's telephones for personal reasons will occasionally be necessary, personal calls should be kept to a minimum. Excessive use may result in disciplinary actions. Furthermore, First 5 Mariposa County reserves the right to obtain reimbursement for excessive charges related to personal phone calls.

Use of Personal Cell Phones

No employee is expected to use his/her personal cell phone for business purposes at any time.

While at work, employees are expected to exercise discretion in using personal cellular phones. Excessive cell phone usage during work hours can interfere with employee productivity and can be distracting to others. Employees should therefore limit their cell phone usage to non-work time except in the case of emergency, specifically making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency. In addition, texting (except for emergencies), playing games or checking social media during work hours is not acceptable.

Dress Code Standards

While First 5 Mariposa County maintains a "business casual" dress code, employees are nonetheless expected to maintain a neat, professional appearance at all times. Clothing should be neat, clean and tasteful. Employees must avoid clothing that can create a safety hazard. Department managers may issue more specific guidelines. Employees represent First 5 Mariposa County with their appearance as well as actions.

This dress code Policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the Harassment, Discrimination and Retaliation Prevention Policy. Employees who need a reasonable accommodation

because of religious beliefs, observances or practices should contact a Organization representative with day-to-day personnel responsibility and discuss the need for accommodation.

Prohibited Conduct

To ensure orderly operations and provide the best possible work environment, First 5 Mariposa County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. This list of prohibited conduct is illustrative only, and not intended to be all-inclusive. Other types of conduct that breach trust, threaten security, personal safety, employee welfare and Organization operations may also be prohibited. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsification of employment records, employment information, or other Company records
- Recording the work time of another employee, or allowing any other employee to record anyone else's work time, or falsifying any time sheet, either their own or another employee's
- Theft or inappropriate removal (without permission) or possession of Company property, or the property of any employee or customer.
- Deliberate or careless damage or destruction of any Company property, or the property of any employee or customer
- Conduct that results in a financial loss to First 5 Mariposa County, an employee or customer
- Committing a fraudulent act or a breach of trust under any circumstances
- Working under the influence of controlled substances, alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of controlled substances, alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor, or member of management, or the use of abusive or threatening language toward a co-worker, supervisor or member of management, or other disrespectful conduct
- Using abusive language at any time on Organization premises
- Violation of any safety, health, security or First 5 Mariposa County policy, rule, or procedure, or any actions endangering the safety of others
- Smoking in prohibited areas
- Committing of- or involvement in any act of unlawful or unwelcome harassment of another individual
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Engaging in criminal conduct whether or not related to job performance

- Failing to obtain permission to leave work for any reason during normal working hours
- Failing to observe working schedules, including rest and lunch periods
- Failing to provide a physician's certificate when requested or required to do so
- Sleeping or malingering on the job
- Excessive tardiness, absenteeism or pattern absences
- Unreported absence of one (1) scheduled workday;
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

This statement of prohibited conduct does not alter First 5 Mariposa County's policy of at-will employment. While employed with First 5 Mariposa County, either party (the employee or First 5 Mariposa County Commission) may terminate the employment relationship at any time, with or without cause, and with or without advance notice. A notice of two weeks is appreciated.

Off-Duty Conduct

While First 5 Mariposa County does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with First 5 Mariposa County's legitimate business interests, or damage First 5 Mariposa's reputation.

Off-duty conduct by an employee that directly conflicts with First 5 Mariposa County's essential business interests or damages First 5 Mariposa's reputation, will not be tolerated.

Social Media

First 5 Mariposa County understands that employees may use external (personal) social media, including personal Twitter feeds, blogs, and social networking websites, on their own time. While First 5 Mariposa County respects its employees' right to engage in these activities, employees are nonetheless expected to conduct themselves professionally in all public communications. To ensure that First 5 Mariposa County's employees understand the Organization's expectations regarding external social media use, the following conduct guidelines have been developed and adopted:

- Employees are expected to follow these guidelines using their very best personal and professional judgment. Employees should understand that violating these guidelines may result in discipline, up to and including termination
- Employees should demonstrate respect for the dignity of the Organization, its owners, customers, vendors, and employees. A social media site is a public place, and employees should avoid inappropriate comments
- Employees are personally responsible for the content they publish on blogs, wikis, or any other forms of user-generated media, and must be mindful that what they publish will be public for a long time – care should be taken to protect their privacy, and employees should not say anything online for which they are not willing to be fully accountable. Employees will be held accountable for any publicly viewable statements they make

- The Organization’s Harassment, Discrimination and Retaliation Prevention- and Abusive Conduct and Bullying Prohibited policies apply to all social media communication with equal force as in other forms of verbal or written communications. Posting of discriminatory, harassing, or retaliatory comments will not be tolerated under any circumstances and may result in immediate termination of employment
- Employees must identify themselves – name and, when relevant, role at First 5 Mariposa County – when they discuss First 5 Mariposa County or First 5 Mariposa County-related matters. They should write in the first person, and must make it clear that they are speaking for themselves and not on behalf of First 5 Mariposa County
- If an employee publishes content to any website outside of First 5 Mariposa County that is related to their work for First 5 Mariposa County, or on subjects associated with First 5 Mariposa County, the employee must use a disclaimer such as: “The postings on this site are my own and do not necessarily represent First 5 Mariposa County’s positions, strategies, or opinions.”
- Employees must always respect copyright, fair use, and financial disclosure laws
- Employees must never publish or disclose First 5 Mariposa County’s or another’s confidential or other proprietary information. Examples of confidential and proprietary information include trade secrets, confidential customer or project information, and marketing or Organization strategy. They must also never publish or report on conversations that are meant to be private or internal to First 5 Mariposa County
- Customers, clients, partners, suppliers, or other First 5 Mariposa County business associates must never be cited or referenced without their express written approval. When such a reference occurs, a link back to the source must be made where possible
- The audience must always be respected. The use of ethnic slurs, personal insults, or obscenity, must be avoided, and employees should not engage in any conduct that would not be acceptable in First 5 Mariposa County’s workplace. Proper consideration for others’ privacy and for topics that may be considered objectionable or inflammatory, such as politics and religion, must always be shown
- Employees must be aware of their association with First 5 Mariposa County in online social networks, and ensure their profile and related content are consistent with how the employee wishes to be seen by colleagues and clients

While violation of this Policy may lead to discipline up to and including immediate termination of employment, it will not be interpreted to limit or interfere with employees’ ability to discuss their compensation or working conditions under Section 7 of the National Labor Relations Act.

Drug and Alcohol Use

First 5 Mariposa County is committed to protecting the safety, health and well-being of its employees and all people who come into contact with its workplace(s) and property, and/or use its products and services, and in maintaining a drug-free workplace.

The use of alcohol, illegal drugs, or controlled substances, whether on or off the job, can detract from an employee’s work performance, efficiency, safety, and health, and therefore seriously impair the employee’s value to the Organization. In addition, the use, possession or sale of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Organization to the risks of property loss or damage, or injury to other persons. Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee’s job performance and may create an unsafe work environment for other employees.

The following rules and standards of conduct apply to all employees on Organization property, on a remote worksite or during the workday (including meals and rest periods). Behavior that violates Organization Policy includes, but is not limited to: Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance or alcohol while on the job

- Use of an illegal or controlled substance or alcohol within eight (8) hours of reporting for work or within eight (8) hours of driving a Organization or rental vehicle
- Driving a Organization or rental vehicle while under the influence of an illegal or controlled substance or alcohol and
- Possession, distribution, sale or purchase of an illegal or controlled substance while on the job

Violation of these rules and standards of conduct will not be tolerated. First 5 Mariposa County also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this Policy, First 5 Mariposa County reserves the right to conduct searches of Organization property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this Policy.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Organization property will not be tolerated because such conduct, even though off duty, reflects adversely on First 5 Mariposa County. In addition, the Organization must keep people who sell or possess controlled substances off Organization premises and work sites in order to keep the controlled substances themselves off the premises. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor and the Executive Director of such use immediately before starting or resuming work.

Nothing in this Policy is intended to prohibit the customary and ordinary use of over-the-counter drugs, so long as such activity does not violate any law or result in the employee or anyone else being under the influence of drugs in violation of this Policy.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify First 5 Mariposa County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

SAFETY

General Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help maintain a safe workplace, everyone must be safety-conscious at all times. To assist in providing a safe and healthful work environment for employees, customers, and visitors, First 5 Mariposa County has established a workplace safety program. This program is a top priority for First 5 Mariposa County and is available for review by employees and/or employee representatives by contacting the Executive

Director.

First 5 Mariposa County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor and/or, when appropriate, remedy such situations. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report unsafe conditions may be subject to disciplinary action, may be subject to disciplinary action, up to and including termination of employment.

In compliance with Proposition 65, First 5 Mariposa County will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

In compliance with Proposition 65, First 5 Mariposa County will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Security

First 5 Mariposa County has developed guidelines to help maintain a secure workplace. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Employees should secure their desks or offices at the end of the day. When called away from their work area for an extended length of time, they should not leave valuable and/or personal articles in or around their workstation that may be accessible. The security of facilities as well as the welfare of our employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at First 5 Mariposa County, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on First 5 Mariposa County's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Ergonomics

First 5 Mariposa County is subject to Cal-OSHA ergonomics standards for minimizing workplace repetitive motion injuries. First 5 Mariposa County will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. First 5 Mariposa County encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

First 5 Mariposa County believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact HR Manager.

Workplace Violence Prevention

First 5 Mariposa County is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, First 5 Mariposa County has adopted the following guidelines to deal with intimidation, harassment, stalking, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of First 5 Mariposa County.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, gender identity or expression, race, religion, ethnicity, or national origin, age, pregnancy, disability or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the Executive Director. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Executive Director. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work place, do not try to intercede or see what is happening.

First 5 Mariposa County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

First 5 Mariposa County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical. First 5 Mariposa County prohibits, and will not tolerate, any form of retaliation or threats against an individual who makes a report under this policy.

In order to maintain workplace safety and the integrity of its investigation, First 5 Mariposa County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt and appropriate disciplinary action up to and including termination of employment.

First 5 Mariposa County encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Executive Director before the situation escalates into potential violence. First 5 Mariposa County is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Driving – General

Employees whose job duties require them to drive an Organization vehicle or their own vehicles for Organization business will be required to show proof of current valid driving licenses and proof of insurability under First 5 Mariposa County's Policy or current effective insurance coverage before the first day of employment.

Employees who are provided with a Organization-owned car for business use must read and familiarize themselves with First 5 Mariposa County 's *"C" Class Passenger Non-DOT Driver Policy*, which is provided to those employees at the time they are provided with the vehicle.

If an employee is required to drive as part of his or her job, First 5 Mariposa County retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage, or who is uninsurable under First 5 Mariposa County 's Policy.

Use of Personal Vehicle

Certain positions may require driving a personal vehicle for First 5 Mariposa County business. To ensure the safety of employees and the public at large, the following policies must be adhered to:

- All employees must provide evidence to management that insurance coverage is in place upon hire, annually thereafter and at other times as requested
- All employees who operate such a vehicle must comply with all traffic laws at all times and maintain a current, valid driver's license
- Fines incurred by the employee are the employee's responsibility, and not the responsibility of First 5 Mariposa County
- Moving violations or accidents indicated on the employee's driving record may disqualify them from their position if their position requires the use of a vehicle for business purposes. Additionally, employees should be aware that First 5 Mariposa County may participate in the DMV notification process, wherein DMV notifies First 5 Mariposa County of any such violations that affect the employee's license status
- The only people who may drive a vehicle on Organization business are employees who are authorized to perform such work, and who have met the requirements of this Policy. It is never acceptable to have a non-employee or another employee who does not meet this Policy's requirements drive a vehicle on First 5 Mariposa County business
- Authorized employees are allowed to use only vehicles that meet the requirements of this Policy. Therefore, if an employee changes vehicle, management must be informed and the insurance requirements must be met. Likewise, employees may not borrow a vehicle from someone else and use that vehicle to conduct Organization business
- Employees who drive their own vehicles on Organization business will be reimbursed at the rate of federal rate per mile

Prohibited Use of Cell Phone While Driving

In the interest of the safety of our employees and other drivers, First 5 Mariposa County employees are prohibited from using cell phones (including all smart phones) or other wireless communication devices (including laptops) while driving on Organization business and/or Organization time. This prohibition includes any use of the cell phone or other wireless communications device, such as

answering or placing calls, engaging in conversations, texting, Web browsing or using any smart phone application while driving.

If an employee's job requires that the employee keep their cell phone or other wireless communication device turned on while the employee is driving, the employee must use a hands-free, voice-operated device at all times.

First 5 Mariposa County will not be responsible for any fines incurred for the employee's own misconduct, should employees choose to not follow this law. Violation of this Policy may result in disciplinary action up to and including termination.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, employees must notify their supervisor by phone, if telephone service is functional, or by any other available means. Conditions that excuse absence from work include: snow, heavy rain, and road closures. The following leave policies will apply in such cases:

- Non-exempt employees will not be paid when weather conditions prevent them from reaching the worksite. Absences will be unpaid or will be deducted from accrued vacation time
- Exempt employees will be paid for the full week when they work any portion of a workweek in situations of inclement weather and natural disaster. An exempt employee's pay may be reduced because of inclement weather or a pending natural disaster when the Organization closes for an entire week, and the exempt employee performs no work at all during that week. Should exempt employees be sent home early one day because of inclement weather or pending natural disaster, or if
- First 5 Mariposa County decides to close for an entire day, the exempt employees will be paid for the entire day
- In the event of a natural disaster, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

TERMINATION OF EMPLOYMENT

Reasons for Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits his or her employment at First 5 Mariposa County or fails to report to work for three (3) consecutively scheduled workdays without notice to, or approval by, his or her supervisor (unless the absence is protected by law).

Involuntary Termination and Progressive Discipline

Violation of First 5 Mariposa County policies and rules may warrant disciplinary action. First 5 Mariposa County has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and First 5 Mariposa County may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. First 5 Mariposa County's Policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, First 5 Mariposa County may need to restructure or reduce its workforce. If restructuring our operations or reducing the number of employees becomes necessary, First 5 Mariposa County will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to any reductions in force, First 5 Mariposa County will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Exit Interviews

First 5 Mariposa County will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits or return of First 5 Mariposa County-owned property. Suggestions, complaints, and questions can also be voiced.

Notice Period

Since employment with First 5 Mariposa County is based on mutual consent, both the employee and First 5 Mariposa County have the right to terminate employment at will, with or without cause, with or without notice. Employees are requested to provide two weeks' notice.

Return of Property

Employees are responsible for all First 5 Mariposa County property, materials, or written information issued to them or in their possession or control. Therefore, no matter what the reason for the employment separation, employees must return all First 5 Mariposa County property, including keys and access cards, immediately upon request or upon termination of employment. First 5 Mariposa County may also take all action deemed appropriate to recover or protect its property.

Final Paycheck

Employees will receive their final paycheck within the time required by California law. Employees who resign with at least 72 hours advance notice will receive their final paycheck at the end of their last day of work. Employees who do not give 72 hours' notice will receive their paycheck within 72 hours. Employees who are terminated involuntarily will be provided their final paycheck on their last day of work. If the employee wishes First 5 Mariposa County to mail their final paycheck, the employee must authorize the Organization to do so in writing.

Employment Reference Checks

To ensure that individuals who join First 5 Mariposa County are well qualified and have a strong potential to be productive and successful, it is the policy of First 5 Mariposa County to check the employment references of all applicants.

First 5 Mariposa County will respond to all reference check inquiries from other employers, so long as a written authorization from the former employee is included with the request. Responses to such inquiries will confirm only dates of employment and position(s) held.

Rehiring Past Employees

If an employee voluntarily leaves the employment of First 5 Mariposa County in good standing, and after having provided proper notice, the employee's personnel records will indicate that he/she is eligible for rehire if he/she should seek future employment. Employees who are involuntarily terminated, whose work record is unsatisfactory, or who do not provide proper notice will generally not be considered eligible for rehire for any position within First 5 Mariposa County.

Contact Information

Employees should notify First 5 Mariposa County of any address changes during the calendar year in which termination occurs, so that tax information can be sent to the correct address.

Confirmation of Receipt of Employee Handbook

I have received my copy of the Organization's employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook.

The employee handbook describes important information about First 5 Mariposa County, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with First 5 Mariposa County voluntarily and acknowledge that there is no specified length of employment. I understand and agree that nothing in the employee Handbook creates or is intended to create a promise or representation of continued employment and that employment at First 5 Mariposa County is employment at-will, and accordingly, either First 5 Mariposa County or I can terminate the relationship at will, with or without cause, at any time.

I understand that, except for employment at-will status, any and all information, policies, and benefits described here are necessarily subject to change; I acknowledge that revisions to the handbook may occur. First 5 Mariposa County reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Executive Director or the Commission, no manager, supervisor, or representative of the Organization has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Executive Director or the Commission has the authority to make any such agreement and then only in writing, signed by the Executive Director or Commission.

All such changes will be communicated within a reasonable period through official notices, and I understand that revised information will supersede, modify, or eliminate existing policies. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Commission.

My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between First 5 Mariposa County and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with First 5 Mariposa County.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____

***Confirmation of Receipt of Harassment, Discrimination and Retaliation
Prevention Policy***

I have received my copy of First 5 Mariposa County's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this Policy.

I understand that First 5 Mariposa County is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this Policy.

Employee Name (Printed) _____

Employee Signature _____

Date _____