



Tahoe-Truckee Sanitation Agency Employee Handbook

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GENERAL ADMINISTRATIVE

Introductory Statement

Welcome! As an employee of Tahoe-Truckee Sanitation Agency (the "Agency" or "TTSA"), you are an important member of a team effort. We hope that you will find your position with the Agency rewarding, challenging, and productive.

This Employee Handbook (Handbook) is designed to be a summary of some significant policies and procedures that govern your employment, and that affect and guide the actions of the Agency. The Handbook is a resource for all Agency employees to improve communication, promote uniformity of action, and clarify expectations. Employees are expected to comply with all Agency policies.

This Handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your immediate supervisor, department manager, General Manager (GM) or Human Resources Administrator (HR) will be happy to answer any questions you may have about these policies.

Right to Revise

The Agency 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. However, any such changes must be in writing and must be signed by the GM and/or Agency Board of Directors.

Any written changes to this Handbook will be distributed to all employees 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.

Open-Door Policy

Suggestions for improving the Agency are always welcome. We want to hear your good-faith complaints, questions about your job or your working conditions, and suggestions to improve operations. Generally, we ask you to first discuss your concerns with your supervisor or manager, following these steps:

- As soon as possible, bring the situation to the attention of your supervisor or manager, who will then review your concern.
- If the problem persists, you may present it to HR, who will review and try to provide a solution or explanation. While a written complaint will typically assist in reviewing your concerns, it is not required that you put your complaint or question in writing.
- If the problem is still not resolved, you may present the problem to the GM of the Agency, who will attempt to reach a final resolution.

This "open door" procedure, which we believe facilitates open communication between employees and the Agency, cannot guarantee that every problem will be resolved to your satisfaction. However, the Agency values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

This procedure applies to all normal operations of the Agency. Communications should flow up and down from the manager to the person carrying out the instructions, and across and between similar levels for day-to-day operations. In emergencies, it may be necessary to circumvent this procedure.

The Agency's organizational structure provides an effective means for general communications within departments. TTSA's structure should be utilized whenever it is necessary to discuss operations of the department. When someone has a problem regarding their dealings with a specific employee or organizational unit, they are encouraged to discuss this problem first with their supervisor or manager. If the problem cannot be solved at this level, it should be elevated up through the department structure. The final decision-maker for organizational issues is the GM, not the Agency Board of Directors.

Each manager should document how their chain of command functions and have this available for employees to review. Going around the command chain is discouraged, as it can result in general discord and interfere with effective management direction.

If you have a concern about conduct that you believe may violate the Agency's policy prohibiting workplace harassment, discrimination, or retaliation, please see the complaint procedure under that policy.

Equal Employment Opportunity

The Agency is committed to Equal Employment Opportunity (EEO) in the workplace. The Agency provides equal consideration and treatment to all employees and applicants in all aspects of employment, including but not limited to: selection, appointment, development, advancement, accommodation and all other terms and conditions of employment, without regard to age, race, sex, gender, color, religion, national origin, political affiliation, ancestry, citizenship, creed, marital status, registered domestic partner status, physical or mental disability, medical condition, genetic information, sexual orientation, gender identity or gender expression, military or veteran status, or any other characteristic protected by law.

Accommodations of Disability

The Agency does not discriminate against any employee or applicant on the basis of their disability. In accordance with applicable law, the Agency makes reasonable accommodations to permit an otherwise qualified individual with a known disability to perform the essential functions of the job.

Policy Prohibiting Discrimination, Harassment, and Retaliation

Harassment and discrimination in employment on the basis of sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender, race, color, national origin, ancestry, citizenship, religion, creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, military or veteran status, marital status, registered domestic partner status, genetic information, or any other protected basis (collectively the "Protected Characteristics") is unlawful under federal and state law. Every individual is entitled to work free of discrimination or harassment based on any Protected Characteristic. The law prohibits all employees (including coworkers, supervisors, and managers), as well as third parties with whom the employee comes into contact, from engaging in this prohibited conduct. Accordingly, the Agency does not tolerate

discrimination or harassment in the workplace or in a work-related situation. Unlawful discrimination and harassment is a violation of the Agency's rules of conduct.

Unlawful harassment in employment may take many different forms. Some examples are:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted comments and jokes;
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures;
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual;
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions in order to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion; and
- Retaliation by any of the above means for having reported harassment or discrimination, or having assisted another employee to report harassment or discrimination.

Sexual harassment under these laws includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Internal Complaint Procedure

Discrimination and harassment in employment are not tolerated. In addition, the Agency prohibits retaliation for having made a report, and/or otherwise participating in the reporting or investigative process, under this policy. Violation of this policy will result in disciplinary action up to, and including, immediate discharge.

Any individual who believes that they are the object of harassment or discrimination on any prohibited basis, or who has observed such harassment or discrimination, or who believes they have been subjected to retaliation, shall notify their supervisor, HR, or any supervisor or manager. Complaints submitted to anyone other than those identified here will be referred to HR for handling.

Supervisors who receive a complaint under this policy will report it to Human Resources. The Agency will conduct a fair, timely, and thorough investigation, and will do so in a confidential manner, to the extent possible. The investigation will be performed by impartial and qualified personnel, and will be appropriately documented. Following the investigation, the Agency will take such action as is warranted under the circumstances, and will timely close the matter. Once the investigation is

concluded, HR will generally follow up with the complainant and the accused employee to notify them of a summary of the findings of the investigation.

EEOC/DFEH Complaint Procedure

Both the state and federal governments have agencies whose purpose is to address unlawful discrimination in the workplace. If an individual who provides services to the Agency believes they have been harmed by an unlawful practice, and is not satisfied with T-TSA's response to the problem, they may file a written complaint with these agencies. For the State of California, the agency is called the Department of Fair Employment and Housing ("DFEH"). The local address for the DFEH is 2218 Kausen Drive, #100, Elk Grove, California 95758. For the federal government, the agency is called the Equal Employment Opportunity Commission ("EEOC"). The local address for the EEOC is 1301 Clay Street, #1170, Oakland, California 94612.

If, after an investigation and hearing, either of these agencies finds that unlawful discrimination has occurred, the injured employee may, depending on the circumstances, be entitled to reinstatement or promotion, with or without back pay.

Retaliation

Retaliation against any individual for making a report, or for participating in an investigation, under this policy is strictly prohibited. Individuals are protected by law and by Agency policy from retaliation for opposing unlawful discriminatory practices, for filing an internal complaint under this policy or for filing a complaint with the DFEH or EEOC, or for otherwise participating in any proceedings conducted by the Agency under this policy and/or by either of these agencies.

Violence in the Workplace

The Agency is committed to providing a safe, violence-free workplace and strictly prohibits employees, visitors or anyone else on Agency premises or engaging in Agency-related activity from behaving in a violent or threatening manner. As part of this policy, the Agency seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The Agency's policy provides "zero tolerance" for actual or threatened violence against coworkers, visitors, or any other persons on the Agency premises or attending the Agency-related activities. Employees are required to immediately report to their supervisor any incident involving a threat of violence or act of violence, or any other violation of this policy.

Workplace violence includes, but is not limited to:

1. Threats of any kind (including those that are meant as "humorous" or a "joke");
2. Threatening or violent behavior, such as intimidation of or attempts to instill fear in others;
3. Other behavior that suggests a propensity toward violence or aggression. This can include belligerent speech, excessive arguing or swearing, theft or sabotage of the Agency property, or a pattern of refusal to follow the Agency policies and procedures;
4. Defacing or otherwise damaging Agency or employee property or facilities; or

5. Bringing weapons or firearms of any kind on Agency premises (including Agency parking lots and all properties), or while conducting Agency business. Work-related tools that may also be considered weapons, are the exception.

If any employee observes or becomes aware of actions or behavior that violate this policy by an employee, visitor, or anyone else, they are required to notify their supervisor immediately, and/or call the Police or 911 as appropriate. Further, an employee should notify Human Resources if any restraining order is in effect that may impact the workplace, or if a potentially violent non work-related situation exists which could result in violence in the workplace.

All reports of workplace violence are taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the Agency will inform the reporting individual of the results of the investigation. To the extent possible, the Agency will maintain the confidentiality of the reporting employee, and does not tolerate retaliation against any employee who reports workplace violence.

If the Agency determines that workplace violence has occurred, the Agency will take appropriate corrective action.

Outside Employment

Outside employment is generally discouraged. Outside employment is any paid work with an employer other than TTSA. Agency employees must not engage in any outside work which does or might impede the performance of their duties or otherwise create an actual or potential conflict of interest with their TTSA employment.

Employees wishing to engage in outside employment must first notify their manager in writing, in advance of plans to engage in outside employment. No outside employment shall be allowed unless authorized in advance by the manager in writing.

The manager shall review the employee's request to work outside employment, and will determine, in consultation with HR and the GM if the outside work will or might violate this policy. Any requests for outside employment, whether approved or denied, will be kept in the employee's personnel file.

Workplace Bullying Policy

Bullying is defined as workplace or work-related conduct that a reasonable person perceives as hostile or offensive, and that is unrelated to legitimate business interests. Bullying, also known as abusive work-related conduct, may include any one or more of the below:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage.
- Verbal or physical abuse.

Such behavior violates TTSA's objective that all employees must be treated with dignity and respect.

The Agency considers the following as some examples of impermissible bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; making a person the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.
- Unwarranted criticism, such as criticism on matters substantially unrelated to the person's job performance. Repeated criticism on matters unrelated or minimally related to the person's job performance.
- Public reprimands.
- Persistent singling out of a person for adverse treatment.
- Shouting or raising one's voice in public or in private.
- Using obscene or intimidating gestures.
- Not allowing another person to speak (e.g. ignoring or interrupting another).
- Insults and/or use of offensive nicknames.
- Humiliation of another person.
- Encouraging others to disregard a supervisor's instruction.
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- Repeated unwarranted accusations.
- Spreading rumors and gossip.

Individuals who feel they have experienced bullying should report this to their supervisor, manager, HR, or the GM. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow the Agency to take appropriate corrective action.

Use of Agency Resources for Unauthorized Purposes

No employee may use or permit others to use Agency resources for personal or other non work-related purposes, or for purposes which are not authorized by law. For purposes of this policy, "personal purpose" includes activities such as personal enjoyment, private gain or advantage, or some other outside endeavor not related to Agency business. Agency resources includes land, buildings, equipment, vehicles, tools, materials and supplies belonging to the Agency. If an Agency employee has questions about what activities are prohibited under this policy, he or she should consult with his or her supervisor or manager for clarification.

Nepotism

Relatives of Agency employees may be eligible for employment with the Agency only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is an actual or potential conflict of interest. For purposes of this policy, the Agency defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners, or who otherwise become "relatives" under this policy, will be permitted to continue working in the job position held provided they do not work in a direct supervisory relationship with one another or in job positions involving an actual or potential conflict of interest.

All Agency employees are expected to respect the employment relationship between the Agency and each of its individual employees. Accordingly, employees who have relatives employed at the Agency must not interfere or engage in the professional relationship between the Agency and their employed relative.

Customer Service Relations

Employees shall conduct themselves in a manner that reflects positively upon the Agency. In dealing with the public, all employees must maintain a polite, professional and helpful attitude. When relaying information to the public, employees must state only factual information and should limit their comments to the subject about which the member of the public has inquired, and about which the employee is authorized to provide information. Requests for information from the public that an employee is not able to answer, or that an employee is uncertain about, shall be referred to their manager.

Personnel Records

All official Agency personnel files are retained in the HR office and supervised by HR. Access to confidential personnel files is limited to the following: the employee accessing his/her own file, the employee's supervisor, manager, HR, and the GM. Confidential medical records, including but not limited to workers compensation information, drug and alcohol testing results and physical examination records are maintained separately from the official personnel file, with access strictly restricted in order to protect the privacy of each individual.

All requests for information regarding applicants, employees and former employees, including inquiries from outside the Agency, for employment verification, and for requests for references regarding past employment, must be directed to HR to ensure consistency, accuracy and objectivity.

The information listed below is a matter of public record and is available to anyone. The Agency will release only the following information regarding an employee or former employee in response to outside inquiries:

1. Employee's name
2. Position title and job description
3. Status (e.g., regular, temporary, full-time, part-time)
4. Hire date and/or separation date

Other than the items identified above, the information contained in an employee's personnel file will not be shared with outside sources except as required by law, or with the written consent of the employee.

An employee may review his or her personnel file within the HR office by scheduling a mutually convenient time to review the file with HR. An employee may request to receive copies of documents maintained in their file, but may not remove any documents from the Agency's file.

Updating Personnel Information

Employees have a responsibility to keep their personnel documents up-to-date and should notify HR in writing of any changes in the following:

- Name
- Address
- Telephone Number
- Marital Status (for benefits and tax withholding purposes)
- Number of dependents
- Beneficiary designations
- Persons to be notified in case of emergency
- Certifications related to the employee's position
- Outside trainings/conferences attended

Supervisors and managers who receive notification of any such personnel changes must forward this employee information to HR in a timely and confidential manner.

Pets and Service Animals

No pets or other domesticated animals are allowed on the grounds of the Agency, except as required by law.

PERSONNEL STATUS

Introductory Probationary Period

The first year of continuous employment at the Agency is considered an introductory probationary period. During this time, the introductory employee learns job responsibilities and gets acquainted with fellow employees, allowing both the employee and the Agency to evaluate whether the employee is right for the position. The employee's supervisor and manager will closely monitor the employee's performance during this period. Introductory employees are employed at-will. At-will employment means that either the employer or the employee may terminate the employment relationship at any time, for any reason or no reason, with or without cause, and with or without advance notice.

The introductory probationary period may be extended for a period of time at the sole discretion of the GM or department manager. An employee's introductory probationary status does not conclude automatically at any point. It concludes only when their manager or the GM provide them written notification of completion of the introductory probationary period.

Introductory probationary employees are not covered by, and do not have rights under, certain policies including but not limited to: Disciplinary and Termination policy ("Right to Respond to Discipline" or "Appeal Procedure").

Promotional Probationary Period

Employees who have been internally promoted are required to complete a promotional probationary period of one (1) year from the effective date of promotion.

The promotional probationary period may be extended for a period of time at the sole discretion of the GM or department manager.

Promotional probationary employees who have already successfully completed their introductory period remain regular employees during the promotional probationary period.

Regular Employees

A regular employee is an employee who has successfully completed the introductory probationary period, and has been offered and has accepted a regular position with the Agency. A regular employee is regularly scheduled to work forty (40) hours or more per week. Regular employees are eligible for all benefits offered by the Agency.

Non-Exempt Employee

A non-exempt employee is eligible to receive overtime pay for any time worked beyond forty (40) hours in a given workweek. Under FLSA rules, non-exempt employees are entitled to one and one-half (1-½) of their hourly base rate for each hour of overtime worked.

Exempt Employee

An exempt employee is an employee who is exempt from overtime requirements. Exempt employees are not eligible for, and do not receive, overtime pay. Generally, exempt employees occupy executive, administrative or professional positions. Exempt employees are, at a minimum, expected to be present and adhere to the same working hours as their department staff to provide support to Agency departments.

Paid Status

An employee is in “paid status” if the employee is receiving any type of pay from the Agency, including pay for wages, sick leave, vacation, administrative leave, holidays, etc.

Unpaid Status

An employee is in “unpaid status” if the employee is on leave, or otherwise is absent from work, and is not receiving any type of pay from the Agency, including pay for wages, sick leave, vacation, administrative leave, holidays, etc. When an employee is in unpaid status, TTSA's obligation to maintain the employee's group health plan benefits ends, except as required by law. Moreover, employees on unpaid status do not accrue any paid time off benefits, including but not limited to paid vacation, paid sick leave, holidays, etc.

SALARIES AND EMPLOYMENT PRACTICES

Wage and Salary Rates

The Agency goal for employee compensation is to pay salaries and wages that enable the Agency to recruit qualified employees in all classifications and to encourage competent employees to remain in Agency employment. As a general policy, the Agency periodically monitors salary and benefit trends in comparable governmental agencies and in private businesses.

Agency wage and salary levels are established based on numerous applicable factors, including but not limited to: the level of difficulty and diversity of the tasks performed, the amount of responsibility and judgment exercised by an employee in the position, and the level of education, experience, certifications, and qualifications required to successfully perform the position's responsibilities.

Salary Range Step Increases

All Agency positions are covered by a specific salary range that consists of a series of step increases. The first step is generally considered an introductory/probationary step. If the employee successfully completes the probationary period, the employee is eligible to be considered for advancement to the next salary step.

Consideration for advancement to higher salary steps is based on a variety of factors including, but not limited to: performance, total length of Agency service, time spent in the step, ability and willingness to learn, attitude and mastery and application of the various skills and abilities required by an employee's job. Employee's that have received disciplinary action during the rating period, may have the step increase withheld, based on circumstances. Neither step advancement nor salary increases are automatic, and neither is guaranteed at any time.

Generally, the amount of time spent in each step is one year. This time may be shortened or lengthened depending upon an employee's job performance and subject to the discretion and approval of the department manager and GM.

Applicable Pay Rates/Probation Following Promotion, Transfer, and Demotion

When an employee is promoted to a position with a higher starting salary, the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is promoted. In cases where current pay levels overlap, the promotional pay level will normally be set at a higher level than the compensation the employee received prior to the promotion. Once promoted, the employee is required to complete a promotional probationary period of one (1) year for the position to which the employee has been promoted.

In cases where an employee is transferred from one department to another, the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is transferred. It cannot be guaranteed, however, that the employee will receive the same or greater salary in the new position as compared with the former position. A transferred employee's salary level shall be set at the discretion of the hiring department manager. Once transferred, the employee is required to complete a probationary period of one (1) year from the date of transfer.

In the event that an employee is demoted to a position the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is transferred. Once demoted, the employee is required to complete a probationary period of one (1) year from the date of the demotion.

No employee shall be promoted, transferred, or demoted to a position for which he or she does not possess the minimum qualifications.

Effective Date of Salary Adjustments

All salary adjustments are normally effective on the day as approved by the manager. If this is not possible, salary adjustments will be effective on the first day of the pay period in which the effective date occurs.

Employee Performance Evaluation

Each employee's performance is generally evaluated at approximately halfway through the introductory probationary and promotional probationary periods, upon completion of the probationary period, and annually thereafter on or about the anniversary date of hire or promotion. The employee's supervisor or manager is responsible for conducting the review, which consists of a written evaluation and a discussion of the evaluation with the employee.

The evaluation is intended as a tool to encourage open communication between the employee and the supervisor or manager. The evaluation is an opportunity to discuss career development potential and advancement goals with the employee. In addition, the evaluation should provide the employee with feedback and a clearer understanding of the employee's performance compared with Agency standards.

The employee is provided a copy of the completed written evaluation, which is then kept in the employee's personnel file. If the employee wishes, he/she may respond in writing to the performance appraisal. Written responses to the evaluation, if any, may be made to the immediate supervisor and to HR within five (5) working days after the evaluation is presented to the employee. Any written comment from the employee will be attached to the evaluation and maintained in the employee's personnel file.

Shift Differential Pay

A shift differential of 6% of the employee's normal hourly rate is provided to wastewater treatment plant shift operators for any hours they work between 6:00 p.m. and 6:00 a.m.

Commercial Driver's License (CDL)

The Agency owns and operates Class A and Class B vehicles as defined by the CA Department of Transportation (CaDOT). Employees who operate such vehicles are required to maintain the appropriate commercial driver's license ("CDL") with the appropriate endorsements necessitated by the corresponding vehicle.

Employees whose Agency position requires them to maintain a CDL are subject to the rules and regulations as set forth by the CaDOT.

The Agency provides such employees the following:

- Driving practice during work hours
- Driving test during work hours
- Doctors visit for DOT medical clearance and drug screen during work hours
- Reimbursement of driver's license fees (after license received), including renewal fees
- One time reimbursement of written test fees (only upon passing the exam)

Employees will use their own time (vacation, compensatory, or other appropriate accrued time off) to take the written test and to make any updates to their driver's license.

If an employee maintains a CDL, but it is not required for their position, the employee may operate Agency Class A and Class B vehicles upon approval of their manager and subject to the rules and regulations as set forth by the CaDOT. The Agency will provide the paid work time for CDL medical testing and reimbursement of CDL renewals.

Whether or not the position requires a CDL, the Agency does not provide additional salary to an employee for the maintenance of a CDL.

Overtime Pay (OT)

Overtime pay is provided only for time actually worked in excess of forty (40) work hours in the work week. Paid non-work time, such as vacation, sick time, comp time, administrative leave, holiday pay, or any other paid time off (excluding bereavement and jury duty leave), is not considered time worked, and is not added into the calculation for overtime purposes. Overtime compensation is provided at the rate of one and one-half (1-½) times the regular rate for time actually worked by any Agency non-exempt employee in excess of forty (40) work hours per work week.

No overtime shall be performed without prior approval of the employee's supervisor or manager, except in case of an emergency. Employees are not permitted to perform unauthorized overtime.

Compensatory Time (CTO)

A non-exempt employee may receive compensatory time off in lieu of overtime pay at their discretion. Compensatory time shall be provided at the rate of one and one-half (1-½) hours of paid time off for each overtime hour worked by any Agency non-exempt employee.

The maximum number of hours of CTO an employee may accrue at one time shall be 40 hours. Once the 40 hours is depleted, fully or partially, it may be reaccumulated. Any hours of CTO not used by the end of each fiscal year, will carry over into the next fiscal year. If the employee wishes to accrue compensatory time in lieu of overtime pay, the employee should so advise the supervisor. If not designated as CTO, the employee shall receive overtime pay for any overtime worked.

Requests for use of compensatory time will be treated the same as requests for vacation leave. Use of accrued compensatory time does not count as hours worked for purposes of overtime calculation.

Call-Back Duty

When a non-exempt employee, after completing their normal work shift and leaving Agency facilities, is required to respond to an Agency order to return to duty, that employee shall be paid for this call-back duty at the rate of time one and one-half (1 ½) times the employee's hourly base rate, and for a minimum of two (2) hours. Compensable call-back duty time begins when the employee arrives at the Agency worksite and ends when the employee finishes work and leaves the worksite, subject to the two-hour minimum. Travel time to and from the Agency is not considered time worked and is not compensated.

Standby Duty

When a non-exempt employee is assigned to Standby Duty, the employee is required to:

1. Arrive at the worksite, and be ready to work, within one (1) hour of the time the employee is contacted to report to work.
2. Be readily available at all hours by telephone or other communication device during assigned stand-by duty.
3. Refrain from activities which might impair his/her performance of assigned duties upon call.

Employees assigned to Standby Duty, regardless of whether or not they are required to work during the standby time, shall be paid two (2) hours at the premium rate of one and one-half (1-½) times the employee's hourly base rate of pay. Standby duty shall commence as assigned by the supervisor or manager and shall continue for a 24-hour period.

In addition, employees who are called back to duty during a standby assignment receive pay in accordance with the Call-back duty policy.

Should an employee on assigned standby duty be contacted to report to work, compensable work time begins when the employee arrives at the Agency worksite and ends when the employee finishes work and leaves the worksite. Travel time to and from the Agency is not considered time worked and is not compensated.

Daylight Savings Time

The Agency generally compensates employees only for actual time worked.

On the date of the commencement of daylight savings time, employees on twelve (12) hour shifts only work eleven (11) hours, for which they will receive eleven (11) hours of pay. For the 12th lost hour because of the start of daylight savings time, the employee may elect to work or not to work the additional hour, or may elect to use available accrued paid vacation, compensatory or administrative paid time off to receive pay for the lost hour.

On the date of the return to standard time, employees on twelve (12) hour shifts work, and will be paid for, thirteen (13) hours.

BENEFITS

The following is a summary of the Agency’s current employee insurance and retirement benefits. The Agency reserves the right to add to, subtract from, delete, or otherwise modify these benefits, amounts contributed toward the benefits, and/or the employee eligibility requirements for such benefits from time to time.

Current employee insurance and retirement benefits include:

- Public Employees’ Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Reimbursement Account (HRA)
- Life Insurance
- 457 Retirement Plans (optional)
- Retiree Medical Coverage
- Credit Union (optional)
- State Disability Insurance

Public Employees’ Retirement System

All regular, introductory, and part-time Agency employees who work more than twenty (20) hours per week, must enroll in the Public Employees’ Retirement Plan (the “Plan”) as of their first date of Agency employment. All enrolled and eligible employees are subject to the Plan’s rules and regulations.

Medical Insurance, Dental Insurance, and Vision Insurance

Any regular and introductory employee shall be eligible to enroll in any Agency-sponsored medical, dental and vision insurance plans.

Eligible dependents are eligible to participate in the medical, dental, and vision insurance programs in accordance with the terms of each program.

Health Reimbursement Arrangement

The Agency maintains and offers a health reimbursement arrangement (HRA) for all employees.

HRA funds can be used to pay for qualified medical expenses. It is the employee’s responsibility to use the account appropriately, per IRS regulations.

Life Insurance

The Agency provides life insurance benefits.

457 Retirement Plans

The Agency encourages all eligible employees to explore the 457 retirement plans. The 457 plans allow participants to deposit pre/post-tax money into their account.

HR has the necessary forms and information to participate in the plans. The Agency does not match employee contributions to the 457 retirement plan.

Retiree Medical Coverage

Eligible employees who retire from the Agency may be eligible for retiree medical coverage through CalPERS. Interested employees should see HR to inquire about this benefit.

Credit Union

Agency employees are eligible to join First US Credit Union.

ATTENDANCE AND PUNCTUALITY

Employees are required to be punctual, regular and consistent in attendance. Employees are required to report to work as scheduled, on time, and prepared to start work. Time is generally determined by the network time clock on Agency computers. An employee is considered tardy if he or she is not at their assigned work location at their designated start time. Work locations are assigned by the supervisor or manager.

Employees are required to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Agency business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and are not permitted.

Employees who are unable to report to work as scheduled should notify their supervisor at least one (1) hour before the beginning of the employee's scheduled shift or start time. If an employee must leave work before the end of the employee's scheduled work time, the employee shall notify his or her supervisor as far in advance as possible for approval.

Excessive absenteeism or tardiness, whether excused or not, may result in counseling or corrective action up to and including termination of employment. Each situation of absenteeism or tardiness shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

A shift operator is not permitted to leave at the end of the shift until the relief worker reports to work or another shift worker arrives to cover the shift, unless approved by the shift supervisor or other member of management.

Should an employee be tardy, the employee may request to extend their work day to make up for the tardiness, subject to advance approval by their manager. Should the employee not wish, or not receive approval, to make up the time, the employee will not receive pay for the time not worked.

Employees who are tardy are to immediately report their tardiness to their supervisor upon arrival to work and accurately account for the missed time on their timesheet.

Absences or tardiness for reasons protected by state and federal law do not constitute a violation of this policy.

Work Schedules

The Agency is open for public business between the hours of 7:00 a.m. and 4:30 p.m. Monday through Thursday. The department managers assign individual work schedules to accommodate such public business hours. All employees are required to be at their assigned work locations and prepared to work at the start of their scheduled time.

For payroll purposes, the Agency workweek shall begin Sunday at 6:00 a.m. and extend through 5:59 a.m. on the second Saturday. Shift hours listed below may vary, as assigned by the department manager.

In general, the Maintenance, Engineering and Information Technology departments work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday.

In general, WWTP shift operators are assigned to either of two (2) shift rotations of twelve (12) hours per shift shall have the following working hours:

<p>Group A – Day</p> <p><u>Week 1</u> Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: 2:00 pm – 10:00 pm Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Day</p> <p><u>Week 2</u> Sun: 6:00 am – 6:00 pm Mon: 6:00 am – 6:00 pm Tue: 6:00 am – 6:00 pm Wed: OFF Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Night</p> <p><u>Week 1</u> Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: 10:00 pm – 6:00 am Th: OFF Fri: OFF Sat: OFF</p>	<p>Group A – Night</p> <p><u>Week 2</u> Sun: 6:00 pm – 6:00 am Mon: 6:00 pm – 6:00 am Tue: 6:00 pm – 6:00 am Wed: OFF Th: OFF Fri: OFF Sat: OFF</p>
<p>Group B – Day</p> <p><u>Week 1</u> Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm</p>	<p>Group B – Day</p> <p><u>Week 2</u> Sun: OFF Mon: OFF Tue: OFF Wed: 2:00 pm - 10:00 pm Th: 6:00 am – 6:00 pm Fri: 6:00 am – 6:00 pm Sat: 6:00 am – 6:00 pm</p>	<p>Group B – Night</p> <p><u>Week 1</u> Sun: OFF Mon: OFF Tue: OFF Wed: OFF Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am</p>	<p>Group B – Night</p> <p><u>Week 2</u> Sun: OFF Mon: OFF Tue: OFF Wed: 10:00 pm - 6:00 am Th: 6:00 pm – 6:00 am Fri: 6:00 pm – 6:00 am Sat: 6:00 pm – 6:00 am</p>

In general, all other non-rotation WWTP Operators work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday.

In general, the Laboratory work hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

In general, the Administrative department work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday, except as allowed/assigned per the department manager.

In general, the General Manager and Human Resources work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday.

The Agency may amend the start times for all employees from time to time and will attempt to provide reasonable advance notice (e.g., four weeks notification if possible) prior to implementing such changes.

Meal and Rest Periods

All employees are provided periodic rest breaks during the workday.

If possible, any rest breaks and meal periods provided should be taken away from the regular work area to allow for uninterrupted time. An employee may leave the premises for rest breaks and meal periods; however, leaving the premises does not extend the scheduled rest break or meal time.

Employees are required to return to work promptly, and as scheduled, from any rest/meal break.

If for any reason an employee is unable to, or does not, take the scheduled rest breaks and/or meal periods, the employee must notify their supervisor as soon as possible.

Rest Breaks

Generally, employees are provided one (1) 15-minute paid rest break for each half of the work day, if working eight (8) hours or longer. If an employee works a 10-hour day, they are generally provided two (2) paid rest breaks: one in the first half of the work day, and another in the second half of the work day. To the extent possible, rest breaks are to be taken in approximately the middle of each half of the work period. Rest breaks cannot be combined or added to meal periods, or to beginning of day, or end of day.

If an employee works a 12-hour day, they are generally provided three (3) paid rest breaks: spread across the 12-hour workday. Rest breaks cannot be combined or added to meal periods, or to beginning of day, or end of day.

Rest breaks shall be scheduled by the department manager. Employees are required to return to work promptly at the end of any rest break.

Meal Period

For employees working ten (10) hours in a workday, the employee may be provided an unpaid, duty-free meal period of thirty (30) minutes. However, the employee and employer can mutually agree to waive the meal period on limited occasions.

For employees working on the rotating twelve (12) hour shifts in a workday, the employee may be provided two (2) paid meal periods of thirty (30) minutes each.

Any meal periods shall be scheduled by the department manager. Employees are required to return to work promptly at the end of any meal period. Meal periods cannot be combined or added to rest breaks, or to beginning of day, or end of day.

Meal periods are unpaid when the employee is relieved of all active responsibilities and restrictions during the period.

WWTP operators assigned to and working rotating shifts, as well as the Inventory Control Specialist, that are expected to remain on duty during any meal periods, receive a paid meal period.

Eating & Drinking on Agency Premises

Employees are to refrain from eating or drinking in areas that pose a potential for exposure of hazardous chemical and biological materials. The Agency provides lunchrooms for eating and drinking.

Eating and drinking are prohibited in laboratories and connecting offices.

Time Sheets for Employees

The Agency requires all employees to keep accurate time records as a means of ensuring that employees are properly paid for the time they work.

All non-exempt employees are required to record all hours worked on their time sheets. Employees must also record on their time sheet any tardiness, approved paid time off, absence from work, and when they leave and return from the premises for any reason other than the Agency business or approved paid rest breaks. Employees are to also record all duty-free meal periods on their time cards.

Appropriate accrued leave must be used when available, to the extent permitted by law. Leave without pay may only be utilized with approval of the manager, and upon depletion of all appropriate accrued leave time.

Employees must sign their time sheets upon submission to the department supervisor and/or manager, confirming the number of hours reported for each payroll period. Supervisors and/or department managers will review and submit to Payroll the signed time sheets for processing.

Time sheets are the property of the Agency and constitute legal documents. Employees are required to complete their own time sheet and keep them up-to-date daily. An employee's supervisor may complete and submit an employee's time sheet in their absence. Falsification of time sheets is strictly prohibited. If an employee needs to amend or alter their time sheet to correct a recording error, the employee must first consult with their supervisor, initial the change, and obtain their supervisor's approval and initials.

Payroll/Paid Time Off Advances

The Agency does not permit employees to take advances against future paychecks. Moreover, the Agency does not permit employees to use paid time off, such as paid vacation or paid sick time, before it actually accrues.

Pay Period

Employees are paid on a bi-weekly basis. Paychecks will include earnings for all work performed for fourteen (14) consecutive calendar days beginning Sunday at 6:00 a.m. through the second Saturday at 5:59 a.m. All employees are paid on Friday following the end of the pay period.

Shower/Change Time (Operations/Maintenance Department Only)

Operations and maintenance department employees who elect to take a shower at the end of their shift, shall be provided with fifteen (15) minutes of paid time prior to the conclusion of their scheduled workday for this purpose. Operations and maintenance department employees who are required to wear Agency uniforms, but who elect not to shower at the end of their shift, shall be provided with five (5) minutes paid time prior to the conclusion of the shift to change into street clothes.

Employees are not dismissed from the work building prior to their scheduled end-of-shift, unless approved by their immediate supervisor or manager.

Lactation Accommodation

Employees desiring to express breast milk for the employee's infant child while at work have the right to request lactation accommodation. Such employees may request this accommodation by speaking with their supervisor and/or HR. The Agency will meet with the employee about the accommodation, and will document the accommodation plan in writing. If the Agency is unable to provide break time or a compliant lactation location, the Agency will provide a written response to the employee's request. If possible, the lactation break time will run concurrently with any paid rest break time already provided to the employee. Any lactation break times that run beyond, or are in addition to, the normal authorized paid rest breaks are unpaid.

For any perceived violation of the employee's right to lactation accommodation, the employee has the right to file a complaint with the California Labor Commissioner.

HOLIDAYS

All employees are eligible to receive paid time off for the following Agency observed holidays:

- New Year's Day (January 1st)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veterans' Day (November 11th)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving Day
- Christmas Eve (December 24th)
- Christmas Day (December 25th)
- Two (2) Floating Holidays (subject to special rules set forth below)

When any of the holidays listed above falls on a Sunday, the following Monday is generally deemed to be the paid Agency holiday in lieu of the day observed. When any of the above listed holidays falls on a Saturday, the preceding Friday is generally deemed to be the paid Agency holiday in lieu of the day observed.

Employees are eligible to receive a maximum of eight (8) hours of holiday pay at the employee's normal base rate of pay for the Agency recognized holidays listed above (regardless of the shift schedule that is worked by the employee). Holiday pay received for unworked time off does not count as hours worked for purposes of overtime calculation.

When the Agency-recognized paid holiday falls on the employee's normally scheduled day off, the non-exempt employee may elect to receive a pay-out of their normal base rate of pay for the holiday for a maximum of eight hours. Alternatively, the non-exempt employee may elect to have these holiday hours added to their vacation accruals. Exempt staff whose normally scheduled day off falls on an Agency-recognized holiday will be provided the eight (8) holiday hours as an addition to their vacation accruals.

An employee who is in "unpaid status" by the Agency for any reason on the day before the Agency recognized holiday is not eligible to receive holiday pay. Refer to Unpaid Status policy.

Floating Holidays

Employees are granted two (2) floating holidays at the beginning of the fiscal year (July 1). The maximum number of floating holidays that employees may have at any time is capped at two (2). Floating holidays are intended to be used by the employee prior to the end of the fiscal year. Any floating holidays that have not been taken by the employee by the end of the fiscal year will carry over to the next fiscal year, but any carry-over will count toward the cap of two (2) floating holidays. That is, an eligible employee who has taken only one (1) floating holiday during the fiscal year will be granted only one (1) additional floating holiday day at the beginning of the new fiscal year, bringing that employee up to their cap.

Floating holidays may be used in two (2) hour increments in conjunction with regular paid holidays of 8 hours or be used in full shift increments (e.g. 8 -hours, 10-hours and 12-hours).

Special Holiday Rate for Hours Worked on a Holiday

In the event that a non-exempt employee is required to work on an Agency-recognized holiday, the employee will receive one and one-half (1-½) times their normal hourly rate for hours worked on the holiday. In addition, the employee working the holiday will receive eight (8) hours of holiday pay. The hours worked on a holiday cannot be accrued as compensatory time. In some cases, as determined by the Public Employees Retirement System, the hours worked on a holiday must be reported as special compensation.

LEAVE

Vacation Leave

The Agency permits eligible employees to accrue paid vacation leave time off from work to pursue their personal interests.

Regular full-time non-exempt employees accrue paid vacation time as follows:

<u>Years of Service</u>	<u>Maximum Possible Monthly Accrual</u>
Years 1-5:	Eight (8) hours per month
Years 6-10:	Ten (10) hours per month
Years 11-15:	Thirteen and one-third (13-1/3) hours per month
Years 16 or more:	Fifteen and one-third (15-1/3) hours per month

Full-time exempt employees accrue twenty (20) hours per month of vacation leave.

Requests for use of vacation leave must be presented in writing to the supervisor or manager for approval. Employees are expected to provide advance notice of at least the same number of paid days off being requested. For example, if an employee requests one (1) day off, then they must give at least one (1) day of notice prior to the requested leave. Special consideration for approving vacation requested on shorter notice may be given when unusual circumstances occur.

Management must be advised as soon as possible when an employee wishes to cancel an approved request for vacation, or when an emergency occurs and the employee requests vacation without sufficient advance notice. The employee's vacation request is subject to approval by both the supervisor and the manager.

If an operational emergency or plant problem or other business need occurs during vacation periods that require additional staffing, personnel may be called back from vacation and/or vacation requests cancelled.

If an Agency recognized paid holiday occurs during an employee's approved vacation leave, the employee will receive the paid holiday time, and will not be charged paid vacation for the holiday.

If an employee becomes ill or is injured during the time that he or she is on approved vacation, the employee may request that the period of illness/injury be paid out of accrued sick leave, rather than as vacation leave. The employee's manager may require evidence in the form of a physician's certificate prior to approving the request to change vacation leave to sick leave.

Maximum vacation leave that can be carried over from fiscal year to fiscal year will be two hundred and forty (240) hours. Unused vacation leave accrued in excess of the two hundred and forty (240) hours will be paid out to the employee at their regular rate of pay at the end of each fiscal year. The Agency's fiscal year begins on July 1 and ends on June 30.

Employees who leave employment with the Agency for any reason will be paid for all accrued but unused vacation leave earned to the date of his or her separation at the current regular rate of pay.

Use of accrued vacation leave, does not count as hours worked for purposes of overtime calculation.

An employee that is on unpaid leave by the Agency for any reason, does not accrue paid vacation leave benefits.

Sick Leave

Paid sick leave may only be used when an employee needs time off due to his or her own illness or injury, the illness or injury of the employee's immediate family member, to attend an employee's or family member's medical appointment, or otherwise as provided by law. Use of paid sick leave for any other purpose is not permitted.

Full-time employees accumulate paid sick leave at the rate of eight (8) hours per month. If an employee begins work after the first of the month, he or she will accrue sick leave benefits for the first month of employment on a pro rata basis, based upon the percentage of the month that the employee works.

Maximum sick leave that can be carried over from fiscal year to fiscal year will be one thousand five hundred (1,500) hours. Unused sick leave accrued in excess of the one thousand five hundred (1,500) hours will be paid out to the employee at his or her regular rate of pay at the end of each fiscal year. The Agency's fiscal year begins on July 1 and ends on June 30.

If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notice. When an employee has the need to use unscheduled sick leave, as much notice as possible is requested, with a minimum notice of one (1) hour prior to the employee's normally scheduled shift time is expected. If at all possible, an employee must directly notify his or her supervisor or manager for approval of a request to use paid sick time.

If a paid holiday falls within a period of approved use of paid sick time, eligible employees will receive the paid holiday, and will not have the time deducted from his or her accrued paid sick leave. The employee must be in paid status to receive this paid holiday benefit.

For purposes of this sick leave policy, "immediate family member" means employee's spouse, domestic partner, child, parent, grandparent, brother, sister, or grandchild. In-law and step relationships are considered the same as blood relationships.

To request to use accrued paid sick leave, an employee must notify their supervisor at least one (1) hour prior to the beginning of their work-reporting time on the first day of a qualifying absence from work. In cases of emergency, the notification may occur within four (4) hours after the start time.

The employee may be required to furnish certification from an appropriate licensed health care provider for all absences of three (3) days or longer due to an employee's illness or injury, or the illness or disability of the employee's immediate family member prior to returning to work. In its sole discretion, the Agency may also require medical verification for a shorter absence.

Before allowing an employee to return to work following a sick/medical leave of three (3) days or longer, the Agency may require the employee to produce medical certification that he or she is able to return to work, and that sets forth any restrictions on the employee's ability to perform his or her normal work activities.

One hundred percent (100%) of accrued but unused sick leave will be paid upon retirement from the Agency.

Fifty percent (50%) of accrued but unused sick leave will be paid upon termination from the Agency.

Paid sick leave is a privilege and abuses of paid sick leave is not tolerated. Employees that abuse the use of paid sick leave shall be subject to disciplinary action, up to termination.

If an employee becomes ill or is injured during his or her vacation period, he or she may request the period of time of his or her illness/injury be paid out of their sick leave account, rather than vacation leave. The Agency may require evidence in the form of a health care provider's certificate prior to approving the request to change vacation leave to paid sick leave.

Use of accrued sick leave, does not count as hours worked for purposes of overtime calculation.

An employee that is on unpaid leave by the Agency for any reason, does not accrue paid sick leave benefits.

Administrative Leave

Paid or unpaid administrative leave may only be granted by the GM, in rare cases, and at his or her sole discretion.

Use of accrued administrative leave, does not count as hours worked for purposes of overtime calculation.

Jury Duty Leave

T TSA encourages all employees to accept their civic responsibility of serving on a jury. The Agency provides leave to employees who are called to serve as jurors or who are summoned to appear as witnesses in a judicial proceeding, pursuant to a subpoena or other court order.

Employees should notify the Agency as soon as practicable of the need for leave under this policy when they are called to jury service or summoned to witness duty, including providing appropriate documentation.

Employees are eligible to receive pay for jury duty service in an amount not to exceed ten (10) work days per year, provided that the employee reports to work on any day the employee is released from jury duty at a time when it is feasible to report to work. Verification of attendance at jury duty each day, listing the hours of attendance, is required upon return to work for time reporting purposes. Any allowance paid by the court for jury duty is to be retained by the employee, provided an Agency vehicle was not used.

An employee who is required to serve on jury duty for more than ten (10) working days will be provided unpaid leave for this purpose. The employee may elect to use accrued vacation for the remainder of the time he or she is absent from work for this reason.

Employees may request unpaid leave for mandated witness duty.

Employees requesting leave under this policy shall comply with the following requirements:

- On receiving a jury summons, or subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify his/her supervisor or manager. Employees should submit appropriate documentation, including a copy of the jury summons, subpoena or other court order as soon as practicable.
- An employee who is released from jury service or witness duty before the end of his or her regularly scheduled shift is expected to report to work. Verification of attendance at jury duty each day, listing the hours of attendance, is required upon return to work for time reporting purposes.

Military Leave

Military Leave shall be granted as provided by applicable State and Federal law.

Time Off for Voting

In circumstances where an employee's work schedule does not provide sufficient time to vote on an election day, the Agency will provide a reasonable amount of time off during scheduled work time, including up to two (2) hours of paid time off, for employees to vote. Employees who need time off to vote must notify their supervisor or manager at least two (2) working days prior to election day. The Agency reserves the right in its sole discretion to specify a time period during which the polls are open for employees to leave work to vote.

Time off for voting, does not count as hours worked for purposes of overtime calculation.

Employees requesting leave under this policy should comply with the following requirements:

1. Notify their supervisor or manager at least two (2) days prior to election day of the need for time off to vote.
2. Coordinate the time off with their supervisor or manager prior to election day to ensure as little disruption as possible in the flow of work.

Bereavement Leave

Regular and part-time employees may request paid time off for bereavement leave for a period not to exceed forty (40) hours per leave to take care of post-death matters.

An employee who wishes to take time off due to the death of an immediate family member must notify his or her supervisor or manager as soon as possible. For purposes of this policy, "immediate family member" is the employee's spouse, domestic partner, child, parent, grandparent, brother, sister, or grandchild. In-law and step relationships are considered the same as blood relationships.

Family and Medical Leave Act and California Family Rights Act (FMLA and CFRA)

The federal Family and Medical Leave Act and the California Family Rights Act (FMLA/CFRA) provide eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave employees may use under this policy is twelve (12) weeks within a twelve (12) month period, except as otherwise required by law.

To be eligible for FMLA/CFRA leave under this policy, employees must:

1. Have worked at least twelve (12) months for TTSA in the preceding year;
2. Have worked at least one thousand two hundred fifty (1,250) hours for TTSA over the twelve (12) months preceding the date the leave would commence; and
3. Currently work at a location where there are at least fifty (50) employees within seventy-five (75) miles.

FMLA and/or CFRA leave may be taken for any of the following reasons:

1. To care for or bond with a newborn child.
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care to care or bond with the child.
3. To care for an immediate family member (employee's spouse, registered domestic partner, child, registered domestic partner's child or parent) with a serious health condition.
4. Because of the employee's serious health condition that makes the employee unable to perform his or her job.
5. A "qualifying exigency" arising out of the fact that the employee's immediate family member is on, or has been notified of an impending call to, "covered active duty."

Once TTSA determines an absence is for an FMLA/CFRA-qualifying reason, it will designate the absence as FMLA/CFRA.

Generally, a "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

The Agency measures the period of twelve (12) months in which leave is taken by a rolling calendar period. This means that when an employee requests leave for a qualifying reason, the Agency will look back in the past twelve (12) months to determine whether the employee has any remaining FMLA/CFRA time.

FMLA/CFRA leave for the birth of a child, or placement of a child for adoption or foster care, must be concluded within twelve (12) months of the child's birth or placement.

Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Agency's operations.

Employees are required to use applicable accrued paid leave (such as sick leave, vacation, administrative or compensatory time, etc.) concurrently with the FMLA/CFRA leave, to the extent permitted by law.

The only exception to the above is during any period in which the employee is receiving temporary disability benefits (e.g., for workers' compensation or short-term disability, including pregnancy-related disability), the employer cannot require the employee to substitute his or her accrued paid leave in coordination with those disability benefits. However, the employer and employee may agree to do so.

Once the employee's accrued paid leave time is exhausted, the remainder of the FMLA leave is unpaid time off.

The Agency maintains health care coverage during FMLA/CFRA leave on the same terms as if employees had continued to work. Employees must make arrangements to pay their share of health plan premiums while on unpaid leave. Use of FMLA/CFRA leave does not result in the loss of any employment benefit that accrued prior to the start of leave under this policy.

When seeking leave under this policy, employees must provide to HR the following:

1. Thirty (30) days' advance notice of the need to take FMLA/CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with TTSA's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
4. Medical certification of release to return to work, with or without medical restrictions, if the leave was due to the employee's serious health condition.

To the extent required by law, the Agency will inform employees whether they are eligible for leave under the FMLA/CFRA. Should employees be eligible for FMLA/CFRA leave, the Agency will provide them with a notice that designates the leave as FMLA/CFRA, and that specifies any additional information required, as well their rights and responsibilities. If employee is not eligible for FMLA/CFRA leave, the Agency will provide a reason for the ineligibility.

Upon returning from FMLA/CFRA leave, employees will be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions, to the extent required by law.

For more information regarding leave under this policy, employees should contact HR.

Pregnancy Disability Leave (PDL)

The Agency provides and grants to all pregnant employees regardless of length of service the right to take a Pregnancy Disability Leave (PDL) during the period of time that a medical care provider determines the employee is actually disabled by pregnancy or a related medical condition. PDL can be for up to a maximum of four (4) months. For planning purposes, it may be helpful for you to know that the typical period of disability for pregnancy and related medical conditions is often six (6) to eight (8) weeks – please discuss with your healthcare provider the anticipated period of disability for your pregnancy. Such leave requests will be made and evaluated in accordance with all applicable federal and state laws. If you are also eligible for a FMLA/CFRA Leave, the leaves will be integrated and run concurrently.

Employees requesting foreseeable PDL leave, should ordinarily provide thirty (30) days' notice in advance of the date the leave is to begin as well as the estimated date upon which the employee will return to work.

Employees taking pregnancy disability leave may elect whether or not to use any accrued paid time off in conjunction with the leave.

Health insurance premiums will continue to be paid by the Agency to the same degree it was provided before the leave began in accordance with the FMLA/CFRA policy.

Upon completion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate physical limitations upon return to work, such limitations must be discussed with and approved by management.

Apart from medical disabilities associated with pregnancy and/or childbirth, requests for additional time off will be considered in the same manner as any other request for an unpaid personal leave with the exception of requests that meet the requirements for FMLA/CFRA, as described within this handbook.

The Agency will provide reasonable lactation accommodation for employees who wish to express breast milk for their infant when they return to work. See Lactation Accommodation within this handbook.

Paid Family Leave

Employees may be eligible to apply to the state of California to receive Paid Family Leave (PFL) partial wage replacement benefits, which are funded through payroll deductions and coordinated through the state Employment Development Department (EDD). PFL provides limited compensation, per EDD requirements, when an employee needs to take leave from work to care for certain seriously ill family members, or to bond with his or her newborn, foster child or newly adopted child.

The PFL program does not provide employees with either a right to a leave of absence or job protection; PFL simply provides some state-provided monetary benefits to eligible employees.

California Parental Leave

The following is applicable to employers with at least 20 employees, but fewer than 50 employees. Please note that the California New Parent Leave Act does not apply to employees who are eligible for leave under the federal Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA). (See FMLA/CFRA leave policy, above.)

Employees eligible for this leave may take up to 12 weeks of unpaid leave in a 12-month period to bond with a new child within one year of the child's birth, adoption or foster care placement.

Eligibility

To be eligible for parental leave under this policy, an employee must:

- Have worked at least 12 months for TTSA;
- Have worked at least 1,250 hours for the Agency over the preceding 12 months; and
- Currently work at a location where there are at least 20 employees within 75 miles.

Parental leave may be taken for any the following reasons:

- To bond with a newly born child.
- To bond with a child placed with the employee for adoption or foster care.

In the case where both parents are employed by TTSA and are otherwise eligible for leave, the combined total leave amount for both employees may not exceed 12 weeks.

Parental leave must be concluded within 12 months of the child's birth, adoption or foster care placement.

Intermittent Leave

Eligible employees may take parental leave in at least two-week increments, with shorter increments allowed on two occasions. Employees who wish to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Agency operations.

Use of Accrued Paid Leave

Employees may choose to use accrued paid leave (such as sick leave, vacation, compensatory time, etc.) concurrently with some or all of their parental leave. To use paid leave concurrently with parental leave, eligible employees must comply with the Agency's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Employees may also apply for California's Paid Family Leave insurance benefits through the California Employment Development Department (EDD).

Maintenance of Health Benefits

If employees and/or their families participate in the Agency's group health plan, TTSA will maintain coverage during parental leave on the same terms as if an employee had continued to work. If applicable, an employee must make arrangements to pay their share of health plan premiums while on leave.

Procedures

When seeking leave under this policy, employees must provide to HR the following:

Reasonable advance notice of the need to take parental leave, if the need for leave is foreseeable. In the case of unforeseeable leave, the employee must provide notice as soon as practicable, and in compliance with the Agency's normal call-in procedures, if at all possible.

Job Restoration

Upon returning from parental leave, an employee will be restored to their original position or to a comparable position, to the extent required by law.

Failure to Return After Parental Leave

If an employee fails to return to work as scheduled after parental leave or if an employee exceeds the 12-week parental leave entitlement, the employee will be subject to the Agency's other applicable leave of absence, accommodation and attendance policies.

Medical Leave of Absence

Employees who are not eligible for FMLA/CFRA leave may nonetheless request a leave of absence due to the employee's own medical condition that temporarily prevents them from working. A physician's statement must be provided verifying the need for a medical leave of absence and stating the beginning and expected ending dates. As soon as you become aware of the need for a medical leave of absence without pay, you should request a leave from Human Resources.

Non-FMLA medical leave may be generally granted for a period of up to 12 weeks in any 12-month period. Employees must take any available and appropriate accrued leave as part of the approved period of leave.

Paid time off benefits will continue to accrue as long as the employee is in paid status. The Agency maintains health care coverage during approved medical leaves of absence as long as the employee is in paid status, or otherwise as required by law. Employees should work with Human Resources to make arrangements to pay their share of health plan premiums while on unpaid leave.

When the leave ends, the Agency will ordinarily return you to the same position, if it is available, or to a similar available position for which you are qualified, if available. However, the Agency cannot guarantee reinstatement.

At the conclusion of the leave, a written notice by the health care provider is required to authorize a return to work. Should the health care provider indicate any restrictions on the employee's ability to work, the Agency will engage in the interactive process with the employee to discuss whether and how such limitations may be accommodated.

Unpaid Leave Status

An employee who is in unpaid leave status and is not receiving any type of pay from the Agency (including pay for wages, sick leave, vacation, administrative leave, holidays, etc.) does not accrue any paid time off benefits (including but not limited to paid vacation, paid sick leave, holidays, etc.)

Returning from a Leave of Absence

The employee must notify their manager at least seven calendar days prior to the scheduled return date from a leave of absence.

The Agency, at its discretion and based on anticipated business needs and operational concerns, might not be able to hold an employee's position open during a leave of absence, except as required by law or policy.

REDUCTION IN WORKFORCE/REORGANIZATION

It is possible, in the event of lack of funds, lack of work, enhanced efficiency, or curtailment of operations, that the Agency may reduce the Agency's work force or reorganize. If necessary, the GM, in conjunction with HR and the affected department(s) manager, will determine the classifications and number of employees to be reduced.

All regular employees designated for lay off will generally be given written notice of such layoff at least thirty (30) calendar days prior to the effective date of the lay-off, if possible.

A reduction in force is not disciplinary in nature. Accordingly, a lay-off decision does not permit the affected employee either a right to respond or a right to appeal.

DISCIPLINE AND TERMINATION

Every employee is expected to comply with reasonable standards of professional workplace conduct and satisfactory job performance, as well as with all Agency policies. Failure to meet any of these standards may result in appropriate disciplinary action.

Types of Behavior That May Result in Discipline

Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of the types of behavior that are considered infractions of T-TSA's rules of conduct. Employees engaging in behavior such as the following may be subjected to disciplinary action, up to and including termination of employment.

The following list is just a summary, and is not intended to be exhaustive:

1. Theft or inappropriate removal, possession, or destruction of Agency property or the property of a fellow employee.
2. Violation of the Agency's Drug and Alcohol policy.
3. Engaging in, or threatening, violence in the workplace, including use of abusive, threatening, or obscene language.
4. Violation of the Agency's Policy Prohibiting Discrimination, Harassment, and Retaliation.
5. Engaging in bullying behavior.
6. Unauthorized disclosure of the personal or confidential information of another employee or of the Agency.
7. Possession of dangerous or unauthorized materials or weapons, such as explosives or firearms, in the workplace, including in Agency parking lots, properties and off-site work areas.
8. Falsifying Agency records or reports, including time records.
9. Sleeping on duty.
10. Unsatisfactory job performance.
11. Insubordination.
12. Failure to comply with any Agency policies or rules.
13. Excessive or unauthorized absences or tardiness.
14. Engaging in any act which is incompatible with service to the public or otherwise adverse to the operations or interests of the Agency.
15. Dishonesty.

Types of Disciplinary Action

Disciplinary action generally consists of any one or more of the following (including termination as the initial action):

- Oral Warning
- Written Reprimand
- Suspension
- Demotion
- Termination

The level of discipline imposed depends on numerous factors, including but not limited to the nature of the offense and past disciplinary history. The Agency may, in its discretion, impose whatever discipline

it considers appropriate. There is no requirement that it impose any particular disciplinary step or steps before proceeding to termination; the Agency may determine that termination is appropriate without taking any less severe disciplinary step first.

Right to Respond to Discipline

Response to Written Reprimand. Any regular employee who receives a written reprimand is entitled to respond to that reprimand by drafting a written response. The employee's written response must be submitted, if at all, within fourteen (14) calendar days following the employee's receipt of the reprimand.

Any such written response will be attached to the written reprimand and placed in the employee's personnel file.

This entitlement does not apply to employees on introductory probation. Such employees have no right to make a written response to a written reprimand.

Response to Proposed Severe Discipline (Skelly Response). Before the Agency makes a final determination to impose more severe discipline (e.g., suspension of more than five days, demotion, or termination), it will provide the regular employee with the following:

1. Written notice of the proposed disciplinary action and the proposed effective date for such action;
2. Reasons for the proposed disciplinary action;
3. A copy of the materials upon which the proposed disciplinary action is based; and
4. An opportunity to respond to the proposed discipline in writing, to the GM.

The written response to the GM must be submitted, if at all, within seven (7) business days of the employee's receipt of the proposed discipline.

If the employee does not timely respond, then the proposed disciplinary action shall become final as of the effective date stated in the notice of intended disciplinary action. If the employee chooses to respond timely, the Agency will make a final decision regarding the proposed disciplinary action after considering the employee's response, and will provide notice of that final decision to the employee.

Prior to the effective date of any proposed disciplinary action, the General Manager may place the affected employee on paid administrative leave if the GM determines that to be necessary and appropriate.

This Skelly Response section does not apply to introductory probationary employees. Such employees have no Skelly Response rights.

Appeal of Termination

If the Agency terminates the employment of a regular employee, the employee may appeal the final termination decision to the Board of Directors through use of the following procedure. No other disciplinary decisions may be appealed. Introductory employees have no right to appeal any disciplinary decision to the Board.

The employee may choose to appeal either on written briefs or by oral hearing, but not both.

Written briefs. Within fourteen calendar days following the employee's receipt of the Agency's notice of a final termination decision (if delivered personally), or within twenty-one calendar days after issuance of the Agency's notice of a final termination decision (if delivered by mail), the terminated employee may deliver to the Agency's Board of Directors a written appeal of the final termination decision. The appeal shall consist of a concise written statement setting forth all reasons why the employee believes the termination decision imposed by the Agency should be overturned or modified. Any such written appeal should include any documents the employee believes are relevant and should be considered by the Board. Delivery of the written appeal to the Board will be deemed complete when delivered to the Administrative Secretary in person or when deposited in the United States mail, postage prepaid, and addressed to the Agency's Administration Office.

If a terminated employee delivers a timely written appeal, the Agency will provide to the Board a written response to the appeal brief within fourteen calendar days after receipt of the employee's appeal. The Agency will also provide a copy of its written response to the terminated employee.

At its sole discretion, the Board may appoint an individual (whether or not a Board member) to review the written briefs and render an advisory decision to the Board. Within sixty days after receipt of a timely written appeal and Agency written response, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding.

Oral Hearing. To request an oral hearing on appeal, the terminated employee must, within seven calendar days following the employee's receipt of the Agency's notice of a final termination decision (if delivered personally), or within fourteen calendar days after issuance of the Agency's notice of a final termination decision (if delivered by mail), deliver to the Agency's Board of Directors a written request to have an oral appeal hearing of the final termination decision. In such case, the Agency's Board of Directors will make reasonable efforts to set the matter for hearing within sixty (60) days after receipt of a timely served written request for a hearing on appeal. The Board may determine whether it wishes to hear the matter collectively, or alternatively to designate a single Board member or other outside hearing officer to hear the matter.

At the hearing, the employee shall be entitled to be present at all sessions of the hearing when evidence is being received. Each side shall have the right to be represented by counsel, to present its case or defense by oral or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for full disclosure of all relevant facts. Testimony shall be under oath which shall be administered by the Secretary or other authorized person.

The hearing need not be conducted according to the technical legal rules relating to evidence and witnesses. The Board may, upon a request by any party, or on its own initiative, request files and documents in the custody of the Agency that may be relevant to the matter before it. No evidence other than that presented at the hearing, or as may be requested by the Board, shall be considered by the Board in rendering its decision. Any procedural matter, including but not limited to objections to the evidence, shall be ruled on by the Board, or the Board designee.

The hearing, if any, shall be recorded. If either party requests that the hearing be transcribed by a court reporter, the party making the request shall bear the cost involved.

Within sixty days following the oral hearing, the Board will issue a written decision regarding the disciplinary action. The Board decision shall be delivered to all parties and shall be final and binding.

At its sole discretion, the Board may appoint an individual (whether or not a Board member) to act as hearing officer. In such event, the hearing officer will conduct the hearing in accordance with the above, and will render an advisory decision to the Board.

TRAVEL

The Agency will reimburse employees for reasonable work-related travel and related expenses incurred on behalf of the Agency. Any work-related travel shall be at the most reasonable and economical cost to the Agency, considering total cost of transportation, time spent in transit, and the availability of Agency vehicles.

Employees should endeavor to attend training and conferences close to the Agency or the surrounding area whenever possible, provided such training or conference is of comparable value to that offered at more distant locations. Any such training/conference request requires pre-approval in writing by the department manager before the employee will be permitted to attend and/or to request reimbursement of travel expenses.

It is assumed and expected that any expenses incurred under this policy will be appropriate to the circumstances, and consistent with the best interests of the Agency and its desire to minimize travel costs.

All employees traveling on Agency business, including attendance at training sessions, seminars, conventions, professional associations, and any emergency work-related travel, must comply with the provisions of this policy.

Any travel associated expenses that are personal, but that happen to be incurred during approved travel on Agency business, must not be submitted for reimbursement along with reimbursable work-related Agency travel expenses.

All employee travel must be approved in advance by their department manager.

Employees wishing reimbursement under this policy must complete a TTSA Employee Expense Report. Employees must first submit the completed Report for approval by the department manager and Human Resources prior to submittal to Accounting for payment. Applicable original receipts, registration forms, brochures and/or event agendas must be attached to, and submitted with, the Report in order to be considered for reimbursement.

Meals During Work-Related Travel

Employees may request reimbursement for the cost of meals (including tip/tax) related to business travel, as follows:

Breakfast – Up to \$20

Lunch – Up to \$20

Dinner – Up to \$40

In lieu of individual meal reimbursements, total daily reimbursements (per 24 hours of travel) may be provided to the employee, in an amount not to exceed the daily total of the meals listed above. Receipt(s) must be provided.

Ineligible Expenses

The following list is intended to provide some examples of unacceptable travel expenses which will not be reimbursed. This list is not exhaustive:

- Alcoholic beverages
- Tobacco
- Laundry, cleaning, valet services (unless the hotel where employee is staying for work purposes requires valet parking)
- Personal telephone calls
- First class travel when coach is available
- Any meals and lodging included in registration fee
- Expenses of a spouse or other non-employee
- Loss or damage to personal property
- Other personal or any non-business related expenses

Compensable Time During Work-Related Travel

Generally, the time an employee regularly spends commuting from home to work or from work to home is not compensable work time, whether the employee reports to a fixed location or to different job sites. An exception to this may exist when the different worksite is substantially farther than the regular location.

Travel in a Single Day. Travel time is considered compensable work time if an employee has a management-approved special assignment that calls for the employee to travel to and from another location in a single day. In this case, single-day travel time both during and outside the employee's regular work hours is compensable. The employee's usual meal time is not compensable, provided the employee is able to take a duty-free meal.

Travel Overnight. An employee who is required by the Agency to be away from home overnight on business is generally compensated for work-related travel that occurs during those periods that coincide with the employee's regular working hours (generally 7:30 a.m. to 4:00 p.m. or as established by the department). Such travel time is compensable even if it occurs on a non-working day (for example, Saturday or Sunday). Because of the nature of the schedules of the shift operators, their "regular working hours" are considered to be 8:00 a.m. to 4:30 p.m. for purposes of determining what hours will be considered compensable for travel purposes. However, if business-related travel occurs outside of the above listed hours, the time may be compensable (e.g. travel in the evening to/from a conference).

While an employee is traveling out-of-town overnight for business and the day's work-related events have been completed, and an employee is free to choose the way their time is spent, that time is not compensable. For example, time spent exploring the city in which a conference is scheduled is not compensable.

Personal Side Trips. On occasion, an employee may be traveling for work in an area the employee would like to explore further, before or after the work-related duties have commenced or ceased. In such cases, time and related expenses for any such personal side trip are not work-related, and thus are neither compensable nor reimbursable.

Mileage During Travel

The Agency will attempt to make an Agency vehicle available to employees to use for work-related travel. If there are no Agency vehicles available, or if pre-approved by department manager, and the employee uses a personal vehicle for work-related travel, mileage will ordinarily be reimbursed at the per mile rate set by the Internal Revenue Service (IRS). Employees using a personal vehicle for work-related travel must have proof of current registration and insurance for that vehicle.

EDUCATION

Tuition Reimbursement

The Agency encourages employees to further their professional development by seeking educational opportunities outside of work. Tuition reimbursement may be available to employees who wish to further their education in an effort to enhance skills applicable to his or her position or to take coursework that may enhance advancement potential for a career path within the same classification series as the employee's current position. To be reimbursable, any such tuition costs must be for coursework from an accredited academic institution and must be approved in advance by the department manager. The approval for reimbursement depends primarily upon the course and its relevance to the employee's current position. Approval must be obtained prior to commencement of each course and course attendance must occur outside of employees scheduled work hours. Approval of tuition reimbursement requests may be limited or denied due to budgetary limits or concerns, among other reasonable factors, in the sole discretion of the Agency.

Classes for preparation of obtaining the next higher certification within the employee's current classification series (e.g., Operator III certification class for operators) shall be subject to the provisions of tuition reimbursement.

The following are among the factors considered by the department manager when a request for tuition reimbursement has been made:

1. The nature and purpose of the study
2. The benefits to be derived by the employee and the Agency
3. The employee's level of responsibility and length of service
4. The estimated cost
5. The degree to which the course is job related, as determined by the immediate supervisor and department manager. "Job related" is defined as coursework that would increase the individual's abilities, knowledge, and skills to directly improve or enhance performance in the current position or enhance advancement potential for a career path within the employee's current classification series.

The following criteria apply to any tuition reimbursement requests:

1. The employees must be a full-time, regular employee to be considered for tuition reimbursement;
2. The employee must submit a request for reimbursement prior to beginning the coursework;
3. Course attendance must occur outside of work hours and may not affect work performance;
4. A grade "C" or better must be obtained and proof of the passing grade supplied prior to any reimbursement;
5. A maximum of \$1,000 per fiscal year will apply to any tuition reimbursement requests;
6. The reimbursement request only includes the cost of both tuition and books;
7. Employees will not be reimbursed for courses taken while not employed by the Agency;
8. Approval of a reimbursement request is valid only for the semester/coursework approved; and
9. Final grade statements, along with receipts for books and tuition, must be submitted prior to any reimbursement being provided.

Training Classes, Seminars, Conferences

The Agency may elect to send employees to approved and work-related training classes, seminars and/or conferences at its expense. While these programs are normally scheduled during regular working hours, sometimes there may be a need to attend evening or weekend classes or activities. Such programs will generally be considered as compensable time for the employee required to attend.

Certifications

This section pertains only to certification issued by the State Water Resources Control Board, the California Water Environmental Association, and the State Health Department Water Certification in Operations, Maintenance, Instrumentation and Electrical, and Laboratory fields. State law requires that treatment plant operators be certified at levels determined by their job classification. Agency job descriptions set minimum levels of certification required for certain positions.

Employees hired into a position for which a certain level of certification is required is generally expected to hold that level of certification. If the employee does not yet hold the certification required, and if permitted in the employee's job description, that employee will be given three (3) testing cycles, which is approximately eighteen (18) months to attain the required level of certification. If the employee does not attain the required certification within the defined time period allotted, the employee shall be either: demoted to a job classification to which the employee is qualified, provided a position is available in the job classification; or terminated, at the sole discretion of the Agency.

In no event shall an employee be promoted to a position without meeting all the minimum qualifications as listed in the job description. When a higher certification is obtained making an employee possibly eligible for a promotion within their classification series, the date of the certification submission to the Agency will be interpreted as the certification issuance effective date for possible promotion purposes.

For certifications within the employee's area of expertise, the Agency shall reimburse the employee for testing fees upon successful completion of the certification. An employee's area expertise shall be:

- WWTP: Certified Wastewater Treatment Plant Operator Certification
- Mechanics: Mechanical Technologist Certification
- I&E: Electrical/Instrumentation Certification
- Chemists: Laboratory Analyst Certification

Employees that obtain certifications outside their area of expertise shall receive an over-certification award of \$250.

Employees shall be responsible for maintaining and renewing their certification. The Agency will pay for the renewal of certifications held by employees.

Organization Memberships and Licenses

The Agency will pay for employee participation in professional memberships and licenses required for their classification. Other professional memberships shall be approved on a case-by-case basis and may be limited or denied due to budgetary limits or concerns, among other reasonable factors, in the sole discretion of the Agency.

UNIFORMS AND DRESS CODE

Specified Agency positions may be required to wear a uniform based on a determination by the Agency.

The official uniform, as provided by the Agency, will include the following items as determined by individual departments:

MAINTENANCE:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed

OPERATIONS:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed

LABORATORY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed
- Uniform Laboratory Overcoat – Four (4) provided through uniform service

ENGINEERING:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire

- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed

INFORMATION TECHNOLOGY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed

ADMINISTRATIVE:

- Tailored Shirt(s) with TTSA logo – Four (4) provided through uniform service or ordered at hire
- Sweatshirt or light jacket with TTSA logo – One (1) ordered at hire
- Winter jacket with TTSA logo – One (1) provided as needed
- Protective summer boots (must meet PPE requirement) – One (1) provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) provided as needed; then up to one time every three (3) years thereafter
- Baseball cap with TTSA logo – One (1) provided at hire
- Winter insulated coveralls/snow pants with TTSA logo – One (1) provided as needed

Items listed above may be replaced during employment, based upon normal wear and tear. Used items will be returned and replaced with a similar new item. Replacement of lost items will require GM approval. The Agency, at its sole discretion may amend or substitute any of the above attire as deemed necessary.

Uniforms and laundry service are provided to Agency employees. It is the responsibility of the employee to take care of the uniforms provided, to report any wear or damage and to turn in the uniforms for regular cleaning at the appropriate designed location each pick-up and delivery day.

Uniforms issued to employees are the property of the Agency. Upon separation of employment from the Agency, employees shall return all issued uniforms.

The Agency will not reimburse employees for employee purchased attire.

Professional Dress Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety

hazard. Department managers may issue more specific guidelines.

Employees that primarily work in an office may wear professional office attire, including jeans, in lieu of the uniformed shirts and pants. The Agency will not reimburse employees for professional office attire.

Because each employee is a representative of the Agency in the eyes of the public, each employee must report to work properly groomed and wearing appropriate clothing. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire.

Unacceptable clothing includes, but is not limited to: tank or halter tops, t-shirts without the TTSA logo, flip-flops, sheer clothing, revealing attire, sweat pants. Clothing should be clean and without rips or holes.

HEALTH AND SAFETY

Safety Programs

The Agency is committed to providing a work environment that is safe and healthy. We have established an Injury and Illness Prevention Program (IIPP) to support our safety efforts by identifying and correcting workplace safety issues and educating our employees. The Agency's safety program coordinator is the Safety Officer. Employees are required to comply with all Agency safety programs and other local, state and federal requirements.

Employees who do not comply with Agency safety programs may be subject to disciplinary action, up to termination.

Workers Compensation

The Agency, in accordance with state law, provides insurance coverage for employees in case of work-related injury. Refer to the Injury and Illness Prevention Program (IIPP) document for Agency procedures related to workers' compensation.

Respiratory Protection

In order to protect employees from respiratory hazards and comply with OSHA regulations, employees who are required to work in confined spaces and hazardous atmospheres must be tested initially, then trained annually for wearing personal respiratory protection equipment. If there are changes to the employee's health, depending on the conditions, they may be required to receive a medical examination to determine fitness for respirator use. All employees who may be required to wear personal respiratory protection equipment must ensure that there is no facial hair, including sideburns and mustaches, that comes between the sealing surface of the facepiece and the face or that interferes with valve function.

The policy applies to Wastewater Treatment Plant Operators, Maintenance Mechanics, Electrical/Instrumentation Technicians, and active members of the First Responders emergency response team who are required to complete an annual OSHA respiratory protection fit test. They may be required to perform confined space entries and/or emergency work in hazardous atmospheres, except those employees with a valid and current written waiver on file.

Temporary Waivers

A temporary waiver may be granted by the Safety Officer or HR to an employee working in a job position listed above, if the Safety Officer or HR concludes that the employee's long-term assignments adequately restrict his/her work in hazardous atmospheres and confined space entries to planned and scheduled projects, provided the employee agrees to meet all of the respiratory fit test requirements for those planned and scheduled projects. The employee must complete the Temporary Waiver Request form and have received written approval by his/her supervisor and/or department manager.

The waiver may be revoked at any time at the discretion of the Safety Officer or HR. The employee must continue to successfully fit test under the Agency's annual respiratory protection program protocol to retain this accommodation. Employees with a valid waiver may grow a beard, mustache and sideburns provided that they maintain their appearance in a neat, well-groomed fashion.

APR/SCBA Employees

A Pulmonary Function Test (PFT) with medical evaluation is required for respirator certification, upon hire, then annually for all employees whose work requires use of a respirator to protect their health or those that choose to have one assigned to them. Generally, these employees include maintenance and operations employees, as well as all First Responders.

Additional medical testing will be provided as required by applicable law.

First Responders/HAZWOPER

Employees in various positions, on a voluntary basis (in some cases), fulfill the duties of being a First Responder. First Responder duties include the following (not all inclusive):

- Trainings to prepare the employee to be in a better state of readiness to respond to an emergency
- Drills, involving chemical releases, injuries, rescues, etc. that invoke various safety programs associated with each hazard that may be encountered
- Meetings with First Responder team

To be eligible to perform first responder duties, an individual must first satisfactorily complete the 40-hour HAZWOPER certification and take all of the required trainings that the Agency requires of all First Responders.

Safety Award Program

On a quarterly basis, the Safety Committee comprised of members from each department, review all safety suggestions submitted during the quarter. Safety suggestions can be any situation or suggestion that will make the Agency safer and are submitted using the safety suggestion form located at the Safety Suggestion drop box outside of the maintenance area, in the hallway. The Agency may provide two (2) hours of paid administrative leave to each employee whose safety suggestion is accepted, as determined by the Safety Committee. All Safety Committee decisions are final and may not be appealed.

Security Measures

The Agency is committed to providing a workplace that is safe and secure for our employees, contractors, and visitors. In an effort towards meeting this objective, the Agency has installed security cameras in a number of open, non-private areas within its facilities. Please contact HR for a list of the current locations.

Refer to the Injury and Illness Prevention Program (IIPP) document for Agency procedures related to security measures.

Incident Reporting

Incidents will be investigated as management deems necessary. Refer to the Injury and Illness

Prevention Program (IIPP) document for Agency procedures related to incident reporting.

Employees involved in incidents and do not report accordingly shall be subject to disciplinary action, up to termination.

AGENCY VEHICLES AND EQUIPMENT

Employee Driving Standards

Employees whose duties necessitate driving in the course of employment are required to maintain an acceptable driving record. The Agency's insurance carrier requires that employees who drive on the job meet established minimum standards for purposes of insurability. At a minimum, all employees who are required to drive in the course of their employment must maintain a valid California or Nevada driver's license. Employees who drive as a part of their job duties are provided a copy of the driving standards with which they are expected to comply.

Employees who are required to drive as part of their job must immediately report to the direct supervisor or manager any driving violation, citation, accident or incident that may result in a suspension or revocation of a driver's license, or that results in violation points on their driving record.

Use of Agency Vehicles

Agency owned vehicles are provided and are not to be used for private transportation or personal business (except as described below). Agency vehicles must be parked at the plant site when not in use and will ordinarily be available to all personnel for any valid business-related purpose.

Agency employees who drive Agency vehicles are required to possess a valid California or Nevada driver's license.

It is a requirement to use seat belts in all vehicles used for Agency business. Agency employees are not permitted to have any passengers in Agency vehicles, unless the presence of the passenger is business related. Illegal cellular phone usage while operating Agency vehicles or equipment will not be tolerated.

Employees may be eligible on a limited basis to request to take an Agency vehicle home (e.g. when going to/returning from a seminar that necessitates the employee to leave early/return late in the day). This privilege shall only be granted with the approval of the General Manager and may be revoked at any time.

Where any employee has been authorized to take home an Agency vehicle, vehicles may only be used for incidental "de minimus" personal use (e.g., a stop for a personal errand on the way between a business activity and the employee's home) in conjunction with the daily commute. Once the Agency vehicle is parked at the employee's residence, thereafter, the vehicles shall only be used for official Agency business or the return commute to place of business.

Accident Reporting Policy

In the event that an Agency employee is involved in an automobile accident while conducting Agency business, the accident must be reported as soon as possible to Human Resources. Under no circumstances shall an Agency employee who is involved in an accident while on Agency business make a private settlement with an adverse party, regardless of how minor the damage to the adverse party may be.

Upon the occurrence of a work-related auto accident, the Agency employee must not tell the other party that the Agency will initiate action toward making repairs to the vehicle or property of the other party or in any way admit any liability.

DRUG AND ALCOHOL POLICY

TTSA prohibits the use, possession, distribution, or sale of alcohol or illegal drugs in the workplace, while conducting Agency business anywhere, or in Agency-owned vehicles. Intoxication or impairment on the job or on Agency premises because of alcohol or drugs, including lawful medication that impairs your ability to perform your job, is also prohibited.

All employees must report to work in a condition fit to perform their jobs safely and well, and not under the influence of any drug or alcohol. Violation of this policy will result in discipline up to and including immediate termination of employment.

TTSA has no desire to intrude into its employees' personal lives. However, both on the job and off the job involvement with drugs or alcohol can impact the workplace and TTSA's ability to achieve its objectives of workplace safety and efficiency. To assure employee safety, TTSA strictly prohibits the use of any illegal drugs, intoxicants, or drug use. Indiscriminate alcohol consumption puts everyone at risk and cannot be tolerated. In keeping with our efforts to promote health and safety and to protect the interests of our employees, customers, and TTSA, we cannot allow anyone to use, possess, sell, manufacture, purchase, or be under the influence of alcohol, illegal drugs, intoxicants, or other controlled substances at any time on TTSA's premises, in TTSA's vehicles, or while on TTSA's business.

Employees who are undergoing prescribed medical treatment with a controlled substance that may affect the safe performance of their duties, must report that fact to their supervisor before beginning work. Employees must have medical clearance from their treating physician that they may safely perform their duties while taking the medication, or they will not be permitted to work.

The following conduct is strictly prohibited by TTSA:

- Possession or use of alcohol or illegal drugs, or being under the influence of alcohol or drugs, on TTSA's property or during working hours;
- Driving an Agency vehicle, or your own vehicle on Agency business, while under the influence of alcohol or drugs; and
- Distribution, use, possession, sale, or purchase of an illegal or controlled substance on TTSA property or during working hours.

Accommodation of Employees Seeking Treatment or Rehabilitation

T-TSA will attempt to provide reasonable accommodation for an employee with chemical dependencies (alcohol or drugs), if the employee voluntarily wishes to seek treatment or rehabilitation. Employees who desire that assistance should request an unpaid treatment or rehabilitation leave of absence. T-TSA's support for treatment and rehabilitation does not obligate T-TSA to employ any person who violates T-TSA's drug and alcohol policy or whose job performance is impaired or otherwise inadequate because of substance abuse.

Searches for Drugs or Alcohol

T-TSA may conduct unannounced searches of Agency facilities and property (including personal property brought onto Agency premises) for drugs or alcohol. All employees are expected to cooperate in the conduct of such searches. Searches of employees and their personal property may be conducted when there is reasonable suspicion that an employee is in violation of this policy. An employee's consent to

such a search is required as a condition of employment.

Testing for Drugs or Alcohol

T-TSA may require substance abuse testing of an employee who is reasonably suspected of being under the influence of drugs or alcohol at work. Reasonable suspicion may arise if the employee's behavior, demeanor, or actions are objectively perceived to be inconsistent with maintaining work safety.

Reasonable suspicion testing may include a blood test, urinalysis, or other drug or alcohol test, conducted by professional medical staff and laboratory. Any such testing will be conducted without cost to the employee, while the employee is on Agency-paid time. T-TSA will provide transportation to and from the testing facility. Failure of any employee to consent to reasonable suspicion testing when requested to do so will generally be considered insubordination and may result in immediate termination of employment.

After the test, T-TSA will place the employee on an immediate paid suspension from work until T-TSA receives the test results. If the test results are positive, T-TSA will generally terminate the employment. If the test results are negative, the employee will be returned to work as soon as possible.

Knowledge of Use by Others

It is the responsibility of all employees to ensure that the work environment at T-TSA is free of alcohol and drugs. Any employee who has knowledge of any violation of T-TSA's anti-drug policy is required to report this to any Agency manager or to HR.

On occasion, the Agency may encourage participation in business-related events outside of working hours. These occasions may include holiday parties, lunches, dinners or business conferences. Alcohol may be served at these events. Nonetheless, employees are expected to remain responsible and professional at all times. All attendees are expected to observe all laws prohibiting the operation of a vehicle while under the influence of alcohol.

TECHNOLOGY USE POLICY

This policy applies to the use of Agency computer and technology systems and network resources (hereafter the “Technology Systems”).

The policy applies to employees, contractors, consultants, temporary hires, and anyone else using the Technology Systems.

- Users must not attempt to access any data, documents, email correspondence, or programs contained on systems for which they do not have authorization by the Agency’s Information Technology (“IT”) department manager or other managers.
- Users must not access or attempt to gain access to any computer account for which they are not authorized to access.
- Authorized users must not divulge connection information or other access points to anyone without proper authorization by IT.
- Users must not share their accounts, passwords, or other similar information or devices used for identification and authorization purposes.
- Users must not make unauthorized copies of copyright protected or Agency-owned software.
- Users may not download, install or distribute software to Agency owned devices unless approved by IT.
- Users may not download data to personally owned devices unless approved by IT.
- Users may not engage in activity: 1) that violates any applicable law or Agency policy; or 2) that may harass, threaten, or abuse others. Users may not access, create, store or transmit material which may be deemed to be offensive, harassing, indecent or obscene, or violate any Agency policy. Such activities include, but are not limited to, the following:
 - Using Agency Technology Systems to engage in procuring or transmitting material that is sexual in nature and/or is in violation of sexual harassment or hostile workplace laws or Agency policy.
 - Using Technology Systems (including but not limited to email, internet, or intranet) to harass or intimidate another person.
- Users must not engage in activity that may degrade the performance of information resources, deprive an authorized user access to resources, or circumvent information security measures.
- Users must not download, install or run security programs or utilities such as password cracking programs, packet sniffers, or port scanners that reveal or exploit weaknesses in the security of the information technology resources.
- Technology Systems must not be used for personal benefit, political activity, unsolicited advertising, personal fund raising, personal business ventures, or for the solicitation of performance of any activity that is prohibited by any State or Federal law.
- Access to the Technology Systems from any devices must adhere to all acceptable use policies. Employees must not allow family members or other non-employees to access non-publicly accessible information systems.
- All communication sent or received by Agency Technology Systems (including but not limited to Agency email systems) is not private. There is no expectation of privacy in any information used, created, stored, or sent on the Technology Systems. Any such information is subject to monitoring or investigation by the Agency at any time, and is subject to public records laws and eDiscovery requests.
- Personal email accounts are not to be used to send and receive official Agency correspondence and are not to be configured on Agency devices.
- Agency personnel shall exercise due care when addressing email correspondence to ensure that

the correspondence is addressed correctly and that the intended recipient is authorized to view content within emails and documents.

- Technology Systems, including but not limited to email and internet services, are provided primarily to conduct official Agency business. Employees are responsible for exercising good judgement regarding the reasonableness of personal use. Any personal use should be minimal, and should not be on work time.
- Agency employees shall use Technology Systems responsibly.

CELLULAR PHONE REIMBURSEMENT

The Agency will offer a cellular telephone stipend for privately owned mobile device service to employees whose duties and responsibilities require wireless access to mobile device service. The Agency will determine eligibility for reimbursements.

ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the T-TSA Employee Handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand I will receive notice of any such revisions. The employee handbook describes important information about my employment with Tahoe-Truckee Sanitation Agency (“T-TSA” or the “Agency”), and I understand that I should consult Human Resources regarding any of my questions not answered in the handbook.

This manual, and the policies and procedures contained herein, supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with T-TSA. I understand that any and all previous Agency policies and procedures are revoked to the extent they are inconsistent with those contained herein.

I understand that any and all policies, benefits, and practices may be changed at any time by T-TSA. All such changes will be communicated to me through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the General Manager or the Board of Directors of T-TSA have the ability to adopt any revisions to the policies in this handbook

By signing below, I acknowledge that I have received a copy of the handbook, and that I will read and comply with the policies contained therein.

Employee's Signature

Employee's Name (Print)

Date