



Tahoe-Truckee Sanitation Agency Employee Handbook

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GENERAL ADMINISTRATIVE

Introductory Statement

Welcome! As an employee of Tahoe-Truckee Sanitation Agency (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 policies, statements, or memoranda that are inconsistent with the policies described here. Your immediate supervisor, department manager, General Manager (GM) or Human Resources (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, rules, or benefits stated in this Handbook. 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 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 concerns, 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 providing us a written complaint will typically assist in efficiently 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 without the fear of retaliation.

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

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 "chain of command" structure should be utilized whenever it is necessary to discuss operations of the department. If an employee has a work-related issue, they are encouraged to discuss this problem first with their supervisor or manager. If the problem is not resolved to the employee's satisfaction at this level, the employee may elevate it up through the department structure. The final decision-maker for organizational issues is the GM.

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.

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.

Accommodation 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 engages in the interactive process and 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. The website is www.dfeh.ca.gov. 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. The website is www.eeoc.gov.

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 immediately to report to any supervisor, manager or HR any incident involving a threat of violence or act of violence, or any other violation of this policy.

Workplace violence may include, 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 Agency property), or while conducting Agency business. Possessing and appropriately using work-related tools required for the employee's duties do not violate this policy.

If any employee observes or becomes aware of actions or behavior that violate this policy, they are required to notify their supervisor, manager, or HR immediately, and/or call the police or 911 as appropriate. Further, an employee should notify Human Resources as soon as possible 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 workplace 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; spreading misinformation, rumors or gossip.
- **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.
- Constant criticism of someone's work or behavior, for unwarranted reasons.
- Shouting or raising one's voice in a manner that is inappropriate for the workplace.
- Using obscene or intimidating gestures.
- Not allowing another person to speak (e.g., ignoring or interrupting another).
- Pitting employees against one another to create conflict; encouraging employees to turn against one another.
- Making unwarranted accusations.

Individuals who feel they have experienced or observed workplace bullying should report this as soon as possible 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, they should consult with their 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 with 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 their own file, HR and, when there is an appropriate “need to know,” the employee’s supervisor, manager, 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 by HR separately from the personnel file, in a locked file cabinet, and with access restricted to protect the privacy of each individual.

All requests for information regarding 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 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
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 the personnel file maintained on them by the Agency by scheduling with HR a mutually convenient time to review the file. An employee may request to receive copies of certain documents maintained in their file, but may not remove any documents from the Agency’s file.

Updating Personal Information

Employees have a responsibility to keep their personal information up-to-date for work purposes, and should notify HR in writing of any changes in the following:

- Name
- Address
- Telephone Number
- Marital/Domestic Partner Status
- 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 changes must forward this employee information to HR in a timely and confidential manner.

Notice of Resignation

It is customary for an employee to provide two weeks' notification of intent to leave employment. Providing more than two weeks' notice of intent to leave employment is desirable. Employees who do not provide at least two weeks' notice may not be eligible for re-hire.

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, the sections entitled "Right to Respond to Discipline" and "Appeal Procedure" in the Discipline and Termination policy contained in this Handbook.

Promotional Probationary Period

Employees who have accepted an internal promotion 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, and retain their rights as, "regular employees" during and after the promotional probationary period.

Transfer/Demotion Probationary Period

Employees who transfer or demote are also subject to a one (1) year probationary period in the transfer/demotion position.

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

Such employees who have already successfully completed their introductory period remain, and retain their rights as, "regular employees" during and after their probationary period.

Regular Employees

A regular employee is an employee who has successfully completed the introductory probationary period. Regular employees may be 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 in excess of forty (40) hours in a given workweek. Non-exempt employees are entitled overtime compensation of one and one-half (1-½) times their regular rate for each hour of overtime worked.

Exempt Employee

Exempt employees are not eligible for, and do not receive, overtime pay. Generally, exempt employees occupy executive, managerial, or professional positions. Exempt employees are, at a minimum, expected to be present and adhere to the same or similar 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 pay from the Agency, including pay for wages, paid sick time, vacation time, paid administrative time, holidays, etc. for the full number of hours for which they are scheduled to work in a normal work week.

Only employees in paid status accrue paid time off benefits, including but not limited to vacation time, paid sick time, holidays, etc.

Employees that coordinate (and receive) benefits while on an approved leave, are considered to be in paid status.

Unpaid Status

An employee is in “unpaid status” if the employee is on leave, or otherwise is absent from work, and is not receiving pay from the Agency to account for their regularly scheduled work week. When an employee is in unpaid status, TTSA is not obligated to maintain the employee's group health plan benefits, except as required by law.

Moreover, employees on unpaid status do not accrue any paid time off, including but not limited to vacation time, paid sick time, 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 agencies.

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. Employees who have received disciplinary action during the rating period might not receive a step increase. Neither step advancement nor salary increases are automatic, and neither is guaranteed at any time.

Generally, the minimum amount of time spent in each step before consideration of a step increase 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 Following Promotion, Transfer, and Demotion

Promotions

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. In the event that the rate of compensation does not provide a salary increase of at least 5%, the employee will receive the rate of compensation that provides for this increase. Any promotional pay rate will not exceed the maximum rate of the pay range. 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.

Lateral Transfer

In cases where an employee is transferred laterally from one position to another, the employee will typically receive in the transfer position a rate of compensation that is approximately equivalent to

their prior position. It cannot be guaranteed, however, that the employee will receive the same or greater salary in the transfer position as compared with the former position.

Demotion

In the event that an employee is demoted, the employee will typically receive the rate of compensation at the starting salary of the position to which the employee is demoted.

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

Effective Date of Salary Adjustments

All salary adjustments are normally effective on the first day of the pay period in which they occur

Employee Performance Evaluation

Each employee's performance is generally evaluated formally upon completion of any 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 personnel file. If the employee wishes, they 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 personnel file.

Shift Differential Pay

A shift differential of 6% of the employee's normal hourly rate is provided to wastewater treatment plant rotating 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 federal Department of Transportation (DOT). Employees who operate such vehicles, and who are therefore covered by this policy, 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 DOT.

The Agency provides covered employees the following:

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

CDL physicals and required drug screens are arranged by the Agency and provided by Agency-contracted providers only. The contracted providers include Tahoe Forest network and Renown when Tahoe Forest cannot accommodate a timely appointment. All CDL appointments are scheduled by the Agency, and paid by the Agency.

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 time, paid sick time, compensatory time, administrative time, holiday pay, or any other non-working paid time off, 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 (1.5) 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. Employees are not permitted to perform unauthorized overtime.

Compensatory Time Off (CTO)

A non-exempt employee may voluntarily elect to receive compensatory time off (CTO) in lieu of overtime pay (see policy on "Overtime Pay"). Compensatory time, if any, shall be provided at the rate of one and one-half (1.5) 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, with a maximum total accrual of 160 hours annually. Once the 40 hours is used, fully or partially, it may be reaccumulated up to the 40 hour CTO limit. 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 receive CTO in lieu of overtime pay, the employee should so advise the supervisor. If not designated in advance as CTO, the employee shall receive overtime pay for any overtime worked.

Requests for use of CTO are typically treated the same as requests for vacation leave. Use of accrued CTO 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 at Agency facilities, that employee shall be paid for call-back duty at the special call-back rate of one and one-half (1.5) times the employee's hourly base rate. In addition, the employee will receive a minimum of two (2) hours of call-back pay per order to return to duty.

Employees will be compensated at their individual hourly base rate of pay for actual travel time to and from the work location, up to one (1) hour maximum each way.

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 in a remote status (e.g., receive/make telephone calls, responding to emails/texts, teleworking, etc.), that employee shall be paid for call-back duty at the rate of one and one-half (1.5) times the employee's hourly pay (one call-back for entire conversation/topic), and will receive a minimum of one-half (0.5) hour of call-back pay per order to return to duty.

Standby Duty

When a non-exempt employee is assigned to Standby Duty, an Agency vehicle may be provided at the employee's request, and 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. Flexibility is provided to the department manager/supervisor, as needed, with the one (1) hour response time.
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 the performance of assigned duties upon call.

Standby duty shall commence as assigned by the supervisor or manager and shall continue for a 24-hour period. Employees assigned to Standby Duty, regardless of whether or not they are required to work during the standby assignment, shall be paid a minimum of two (2) hours at the special standby rate of one and one-half (1.5) times the employee's hourly pay.

In addition, employees who are called back to duty during a standby assignment receive compensation in accordance with, and are otherwise covered by, the Call-Back Duty policy.

Daylight Saving Time

As it relates to wastewater treatment plant shift operators working the night shift, on the date of the commencement of daylight saving time, employees on twelve (12) hour shifts only work eleven (11) hours, for which they will receive eleven (11) hours of pay. To account for the 12th hour "lost" because of the start of daylight savings time, the employee may elect either: 1) to work, and be paid for, the additional hour; or 2) to use available accrued 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 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.

Employees may be eligible for the following benefits:

- Public Employees’ Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Reimbursement Account (HRA)
- Life Insurance
- Short-Term and Long-Term Disability
- 457 Retirement Plans (optional)
- Retiree Medical Coverage
- Employee Assistance Program (EAP)

Employees with questions about any of these benefits should see Human Resources.

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 may be eligible to enroll in any Agency-sponsored medical, dental and vision insurance plans.

Eligible dependents may be 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 certain life insurance benefits to eligible employees.

Short and Long Term Disability

The Agency may provide short and long term disability insurance benefits to eligible employees.

457 Retirement Plans

The Agency has established a 457 Retirement Plan on behalf of its workforce, and encourages all eligible employees to contribute to their individual account. The 457 plans allow participants to elect to deduct a certain amount of their wages on a pre- or post-tax basis to be placed into their account.

HR has the necessary forms and information to participate in the 457 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.

State Disability Insurance (SDI)/Paid Family Leave (PFL)

The Agency encourages employees to apply to the State to receive State Disability insurance or Paid Family Leave benefits, if the employee is eligible for such benefits. Employees who choose to coordinate any SDI/PFL benefits received with their Agency pay are required to provide statements of State benefits received to the Agency. The Agency will consider benefits received from SDI/PFL as “paid status,” only when coordinating benefits through the Agency, which may be provided to the employee as a courtesy by the Agency. Employees utilizing SDI/PFL may not receive more than 100% of pay, while off work, from SDI/PFL and accrued time combined. Should this happen, the employee will be required to “pay back” any time in excess of 100% of pay.

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 they are 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 the worksite for their entire daily work schedule, except for unpaid 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 generally 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 must notify, and obtain approval from, their supervisor or manager as far in advance as possible.

Unauthorized and/or excessive absenteeism or tardiness is not permitted, 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 another 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 any time not worked.

Employees who are tardy are required immediately to report their tardiness to their supervisor upon arrival to work and accurately to 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.

The Agency workweek shall begin each Sunday at 6:00 a.m. and extend through 5:59 a.m. on the following Sunday.

Shift hours listed may vary, as assigned by the department manager.

In general, the Maintenance, Engineering, Administrative, and General Manager department work hours are 6:00 a.m. to 4:30 p.m., Monday through Thursday, which includes a one-half (0.5) hour unpaid lunch.

In general, wastewater treatment plant shift operators are assigned on a rotating basis to either Group A or Group B, and either Night or Day shift. Depending on the shift assignment, wastewater treatment plant shift operators work the following 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 wastewater treatment plant operators work hours are 5:30 a.m. to 4:00 p.m., Monday through Thursday, though some hours may vary slightly based on departmental needs.

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

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

Work schedules differing from those listed, may be considered on a case-by-case basis, and dependent upon department manager/supervisor approval.

Meal and Rest Periods

All employees are provided periodic rest breaks during the workday.

If possible, rest breaks and meal periods should be taken away from the regular work area to allow for uninterrupted time. An employee may generally 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 all rest and meal breaks.

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 an 8 or 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 more than six (6) hours in a workday, the employee is generally provided an unpaid, duty-free meal period of thirty (30) minutes. However, the employee and employer can mutually agree in writing to waive the meal period on limited occasions.

For employees working on the rotating twelve (12) hour shifts, the employee is generally provided two (2) paid on-duty meal periods of thirty (30) minutes each, which must be taken on premises.

Meal periods are scheduled by the department manager. Employees are required to return to work promptly at the end of all meal periods. Meal periods cannot be combined with, 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.

Employees who are expected to remain on duty during any meal periods, such as wastewater treatment plant operators assigned to and working rotating shifts receive paid meal periods.

Eating & Drinking on Agency Premises

Employees must refrain from eating or drinking in areas that pose a potential for exposure to 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. Non-exempt employees must also record on their time sheet any tardiness, approved paid time off, absence from work (whether approved or not), and when they leave and return from the premises for any reason other than the Agency business or approved paid rest breaks.

Both non-exempt and exempt employees must indicate on their time records when they use approved accrued paid time off. Any time off without pay must also be noted on the time record, but unpaid time off is permitted only with the advance approval of the manager, and typically only after depletion of all appropriate accrued paid time off.

Employees must submit their time sheets to their supervisor and/or manager using the appropriate timesheet software program, and must confirm the number of hours reported for each payroll period. Supervisors and/or department managers will review and provide final approval to Payroll for processing.

Employees are required to complete their own time sheet and to 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, which are the property of the Agency and which constitute legal record-keeping, 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, and obtain their supervisor's approval.

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 vacation time or paid sick time, before it actually accrues.

Pay Period

Employees are paid on a bi-weekly basis. Paychecks include earnings for all work performed for fourteen (14) consecutive calendar days beginning Sunday at 6:00 a.m. and for the ensuing 14 days. 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 immediately 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 of paid time immediately 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. Employees may request this accommodation by communicating with their supervisor and/or HR. The Agency will meet with the employee about the accommodation, will document the accommodation plan in writing, and 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.

Non-exempt 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). Exempt employees are paid for the holiday, based on their normal work schedule. 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 paid holiday bank accruals. Exempt staff whose normally scheduled day off falls on an Agency-recognized holiday will be provided the eight (8) holiday hours to their paid holiday bank. Banked holiday time may be used in any increment. Banked holiday time will be moved to vacation accruals at the end of the fiscal year if not used, and is subject to paid vacation time maximum accrual caps.

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 on the first full pay period of the fiscal year. Each floating holiday is comprised of a maximum of eight (8) hours at the employee's base rate of pay, regardless of the shift schedule normally worked by the employee. Exempt staff may only use floating holidays in two complete days off, regardless of work schedule. Non-exempt staff may use floating holiday time in any increment.

Floating holidays are intended to be used by the employee prior to the end of the fiscal year (i.e., by June 30). 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 towards 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. The maximum number of floating holidays that employees may have at any time is capped at two (2).

Employees who separate from the Agency for any reason will be paid for all unused floating holiday banked time to the date of their separation at their current rate of pay.

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.

Special Rate for Extra Hours Assigned During a Week Containing an Agency Holiday

During any work week containing an Agency observed holiday, when an employee is required and assigned to work additional time outside of their regular work schedule, as defined in the “Work Schedules” section or based on a defined modified schedule that is already in effect (scheduled at least seven days prior), the employee will receive one and one-half (1.5) times their normal hourly rate for any such hours worked up to a total of 40 work hours in the workweek. This special Extra Hours rate does not apply to any hours already subject to: any other special rate of pay, standby, call-back duty or overtime.

This special rate of pay is not applicable to floating holidays.

PAID AND UNPAID TIME OFF

Vacation Time

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

Non-exempt employees accrue paid vacation time as follows:

<u>Years of Service</u>	<u>Accrual Rate (accrued on a per pay period basis)</u>
Years 1-5:	96 hours annually (8 hours monthly)
Years 6-10:	120 hours annually (10 hours monthly)
Years 11-15:	160 hours annually (13-1/3 hours monthly)
Years 16 or more:	184 hours annually (15-1/3 hours monthly)

Exempt employees accrue 240 hours annually (20 hours monthly), accrued on a per pay period basis, of paid vacation time, regardless of length of service.

Requests for use of vacation time 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 that they are requesting. 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 vacation. Special consideration for approving vacation requested on shorter notice may be given when unusual circumstances occur.

The employee must advise management as soon as possible when the 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 operational need necessitates, including but not limited to maintaining minimum staffing levels, vacation leave requests may be denied.

If an operational emergency, plant problem, staffing coverage, or other business need occurs, personnel may be called back from vacation and/or vacation requests cancelled/denied.

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

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

Maximum vacation time that can be carried over from fiscal year to fiscal year will be two hundred and forty (240) hours or one and one half (1.5) times the employee's annual accrual rate (up to 360 hours), whichever is greater.

Unused vacation time accrued in excess of the maximum vacation time will be paid out to the employee at their regular rate of pay at the end of the fiscal year. Employees that are subject to the higher maximum accrual amount, may choose to be paid out for any hours between 240-360, but must communicate this to payroll no later than one full pay period prior to the end of the fiscal year. If not communicated, then vacation leave will be cashed out to 240 hours.

The Agency's fiscal year begins on approximately July 1 and end on approximately June 30.

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

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

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

Paid Sick Time

Paid sick time may only be used when an employee needs time off due to their 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 time for any other purpose is not permitted.

Full-time employees generally accumulate paid sick time at the rate of 96 hours annually (accrued on a per-pay-period basis).

Maximum paid sick time that can be carried over from fiscal year to fiscal year is one thousand five hundred (1,500) hours. Once this balance is reached, the employee will not accrue any additional sick time, until accruals are depleted, then they may accrue again until one thousand five hundred (1,500) hours are reached. At no time will any employee be able to accrue more than one thousand five hundred (1,500) hours. Upon the effective date of this handbook, any employee that exceeds one thousand five hundred (1,500) hours, will be paid out to the maximum of one thousand five hundred (1,500) hours and will be subject to the new limit.

If the need for paid sick time is foreseeable, the employee must provide reasonable advance notice. When an employee needs to use unscheduled paid sick time, the employee must provide as much notice as possible, with a minimum notice of one (1) hour prior to the employee's normally scheduled shift time. If at all possible, an employee must directly notify their 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 their accrued paid sick. The employee must be in paid status to receive the paid holiday benefit.

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

For purposes of this paid sick time 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 time, 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. In cases of emergency, the notification may occur within four (4) hours after the start time. When an employee “calls in sick,” it is implied that they are asking to use paid sick time. If the employee has exhausted their paid sick time, then they will receive pay by the usage of other accrued time, if available. If none is available, the time off is unpaid.

The employee may be required to furnish medical certification for all absences of three (3) days or longer due to an employee’s illness or injury. 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 generally requires the employee to provide medical certification that the employee is able to return to work, and that sets forth any restrictions on the employee’s ability to perform their normal work activities.

Fifty percent (50%) of accrued but unused paid sick time is paid upon any separation, other than retirement, from the Agency.

Any abuse of paid sick time is not tolerated. Employees that abuse the use of paid sick leave time shall be subject to disciplinary action, up to termination.

Use of accrued paid sick time does not count as hours worked for purposes of overtime calculation.

An employee who is on unpaid time off by the Agency for any reason does not accrue paid sick time benefits.

Administrative Time

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

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

Jury Duty

T TSA encourages all employees to accept their civic responsibility of serving on a jury. The Agency provides time off 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 time off when they are called to jury service or summoned to witness duty, including providing appropriate documentation.

Employees may be eligible to receive pay for jury duty service in an amount not to exceed eighty (80) hours per rolling calendar year, provided that the employee reports to work, when feasible, on any day or partial day the employee is released from jury duty. Verification of attendance at jury duty each day is required upon return to work. Any allowance paid by the court for jury duty is to be retained by the employee.

An employee who is required to serve jury duty for more than eighty (80) hours per rolling calendar year will be provided with unpaid leave for any additional jury service required. The employee may elect to use accrued vacation time for the remainder of the time they are absent from work.

Employees may request unpaid time off for witness duty.

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

- On receiving a jury summons, or subpoena or other court order requiring appearance, the employee should notify their supervisor or manager. Employees should submit to TTSA 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 their regularly scheduled shift is expected to report to work. Verification of attendance at jury duty each day may be required upon return to work.

For purposes of overtime, jury duty does not count as hours worked.

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, including up to two hours of paid time off, during the scheduled work day for employees to vote. Employees who need time off to vote must notify and coordinate with 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.

Bereavement Leave

Any employee may request paid time off for bereavement leave for a period not to exceed forty (40) hours per event to take care of matters related to a death in the family.

An employee who wishes to take time off due to the death of an immediate family member must notify their 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.

For purposes of overtime, bereavement leave does not count as hours worked.

Leaves of Absence under 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 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; and
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.

In addition, to be eligible to take an FMLA leave, an employee must work at a location where there are at least 50 employees within a seventy-five (75) mile radius.

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. To care for or bond with a child placed with the employee for adoption or foster care.
3. To care for an immediate family member (employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling) with a serious health condition.
4. Because of the employee's serious health condition that makes the employee unable to perform their job.
5. A "qualifying exigency" arising out of the fact that the employee's spouse, domestic partner, child, or parent is on, or has been notified of an impending call to, "covered active duty."
6. To care for a covered military service member with a serious illness or injury who is the employee's eligible family member or next-of-kin. (Eligible employees may take up to 26 weeks in a 12-month period for this qualifying reason.)

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

Generally, a "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an inpatient care in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of their 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 over 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, or 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 wish to take 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 time off (such as paid sick time, vacation, 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), or the employee is taking FMLA leave for pregnancy-related disability, the employer cannot require the employee to substitute their accrued unrestricted paid time off in coordination with those disability benefits. However, the employer and employee may agree to do so.

Once the employee's accrued paid time off is exhausted, any remaining FMLA/CFRA leave is unpaid time off.

The Agency maintains health care coverage for employees on approved FMLA/CFRA leave on the same terms as if the employees had continued to work. Employees must make arrangements to pay their share of health plan premiums, if applicable, 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 and taking 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, to the extent permitted by law.
4. Medical certification of release to return to work, including any restrictions on the ability to work and the duration of such restrictions, if the leave was due to the employee's serious health condition.

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, and a guarantee of reinstatement to the same position or a comparable position. 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 and Disability Leave

The Agency provides to all 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 is provided for up to a maximum of four (4) months.

Employees requesting foreseeable PDL should ordinarily provide thirty (30) days' notice in advance of the date the leave is to begin.

Employees requesting PDL must provide a certification from their doctor of the need for leave, the anticipated duration of the leave, and the estimated return-to-work date.

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

Health insurance coverage will continue to be provided to the employee on PDL to the same degree such insurance coverage was provided before the leave began.

Upon completion of the leave, the employee is required to provide a written release to work, including any restrictions on the ability to work and the duration of such restrictions, from the health care provider.

Upon returning from PDL, 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.

Paid Family Leave (PFL)

Employees may be eligible to apply to the state of California to receive partial wage replacement benefits known as Paid Family Leave (PFL) during their Agency leave of absence. State PFL benefits are funded through payroll deductions and coordinated through the state Employment Development Department (EDD). An employee who applies for PFL benefits may receive limited compensation from the state when they are authorized by the Agency to take unpaid leave from work to care for certain seriously ill family members, or to bond with their 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 offers some state-provided monetary benefits to eligible employees.

Medical Leave of Absence

Employees who are not eligible for FMLA/CFRA leave may nonetheless request an unpaid 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 of the requested medical leave. As soon as you become aware of the need for a medical leave of absence, you should request a leave from Human Resources.

Non-FMLA/CFRA 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 paid time off in conjunction with the approved period of leave.

As with any leave of absence, paid time off benefits will continue to accrue as long as the employee on medical leave is in Agency-paid status. The Agency maintains health care coverage for employees taking an approved medical leave of absence for 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, if applicable, while on unpaid leave.

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

At the conclusion of the leave, the employee must provide a written notice from the health care provider authorizing the employee's return to work. The notice from the doctor should state work restrictions, if any, and the duration of any such work restrictions.

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 time, vacation time, holidays, etc.) does not accrue any paid time off benefits (including but not limited to vacation time, paid sick time, holidays, etc.)

See "Paid Status" and "Unpaid Status" for more details. Additionally, see "Benefits" section related to State Disability Insurance/Paid Family Leave.

Returning from a Leave of Absence

The employee should 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 its work force or otherwise 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 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, or to comply with any Agency policies or rules, may result in appropriate disciplinary action, up to and including termination of employment.

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/unauthorized 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 right to respond 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 (defined as: 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 Severe Disciplinary action, the General Manager may place the affected employee on paid administrative time 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 Severe Discipline

If the Agency imposes Severe Discipline on a regular employee, the employee may appeal the final disciplinary decision to the Board of Directors through use of the following procedure. No disciplinary

decisions aside from Severe Discipline may be appealed. Introductory employees have no right to appeal any disciplinary decision to the Board.

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

Written brief. Within fourteen (14) calendar days following the employee's receipt of the Agency's notice of a final Severe Disciplinary decision (if delivered personally), or within twenty-one (21) calendar days after issuance of the Agency's notice of a final decision (if delivered by mail), the employee may deliver to the Agency's Board of Directors a written appeal of the final Severe Disciplinary decision. The appeal shall consist of a concise written statement setting forth all reasons why the employee believes the 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 regular employee delivers a timely written appeal, the Agency will provide to the Board a written Agency response to the appeal brief within fourteen (14) calendar days after receipt of the employee's appeal. The Agency will also provide a copy of its written response to the employee who is making the appeal.

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 (60) days after receipt of both 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 regular employee must, within seven (7) calendar days following the employee's receipt of the Agency's notice of a final Severe Disciplinary decision (if delivered personally), or within fourteen (14) calendar days after issuance of the Agency's notice of a final Severe Disciplinary 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 disciplinary 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 an appeal hearing. 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 or Board designee 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 or designee, 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 (60) 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 the 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 tax/tip of 15% maximum) related to business travel, as follows:

Breakfast – Up to \$25

Lunch – Up to \$30

Dinner – Up to \$50

Travel advances may be obtained for meal allowances or other business related out-of-pocket expenses that will be incurred by the employee while traveling. All requests for advance funds should be provided to the department supervisor 2-3 weeks prior to travel. Advances not expended, other than for meals, must be provided back to the Agency.

Ineligible Expenses During Work-Related Travel

The following list is intended to provide some examples of 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 already 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 For Non-Exempt Employees

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 6:00 a.m. to 4:30 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).

Compensable Travel Time. When travelling and/or attending a work-related event on a regularly-scheduled workday, the employee shall be compensated, at a minimum, equal to their regularly scheduled hours for the day, if it is not reasonable for the employee to return to work for the remainder of the day to complete their scheduled hours. If the employee is travelling and/or attending a work-related event on a non-regularly scheduled day, the employee will be compensated for their actual time spent travelling for and attending the work-related event.

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 their 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 tuition costs must be for coursework from an accredited academic institution or trade school 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 employee's 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.

Requests for reimbursement to take advanced coursework for obtaining the next higher certification within the employee's current classification series (e.g., Operator III certification class for operators) are subject to the provisions of this policy if the class or coursework is provided by an accredited academic institution.

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. Any employee is eligible 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 adversely affect work performance;
4. A grade "C" or better, or a certificate of completion must be obtained and proof of the passing grade or course completion supplied prior to any reimbursement;
5. A maximum of \$3,000 per fiscal year per employee will apply to any tuition reimbursement requests;
6. The reimbursement request only includes the cost of tuition, lab fees (and other miscellaneous fees), and/or 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 considered and/or provided.

Training Classes, Seminars, Conferences

The Agency may elect to send employees to approved and work-related training classes (generally non-accredited), 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. All training classes, seminars and conference are subject to pre-approval by department manager/supervisor.

Certifications

This section pertains only to certification issued by the State Water Resources Control Board, the California Water Environment Association, and the State Health Department Water Certification in Operations, Maintenance, Electrical & Instrumentation, and Laboratory fields. State law requires that wastewater 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 are generally expected to hold and maintain 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 generally be given an amount of time equivalent to that detailed on the job description, in order to obtain the requirements. If the employee does not attain the required certification within the defined time period allotted, then at the sole discretion of the Agency, the employee shall be: provided an extended amount of time based on circumstances, demoted to an available job classification for which the employee is qualified; provided another available position for which the employee is qualified; or terminated.

In no event shall an employee be promoted to a position without meeting all the minimum qualifications as listed in the job description.

When an employee obtains higher certification, making them eligible to be considered for a promotion within their classification series, the date of the certification submission to the Agency for consideration of promotion will be the effective date.

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

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

Employees who obtain certifications within their area of expertise, but not their current job classification, may be eligible to request 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 and within the employee's area of expertise.

Organization Memberships and Licenses

The Agency will pay for employee participation in professional memberships and licenses required for their classification. Other professional memberships may be approved on request, and 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 will 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 and quantities, subject to determination by individual departments:

MAINTENANCE:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set provided as needed

OPERATIONS:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set provided as needed

LABORATORY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set 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 with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set provided as needed

INFORMATION TECHNOLOGY:

- Uniform Shirt(s) – Eleven (11) provided through uniform service
- Uniform Pant(s) – Eleven (11) provided through uniform service
- Sweatshirt with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set provided as needed

ADMINISTRATIVE:

- Tailored Shirt(s)/Sweater(s) with TTSA logo – Eight (8) provided through uniform service or ordered at hire
- Sweatshirt with TTSA logo – One (1) ordered at hire
- 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) pair provided at hire; then up to one time annually thereafter
- Protective winter boots (must meet PPE requirement) – One (1) pair 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) set provided as needed

Uniform items may be replaced during employment, based upon normal wear and tear. Items that are no longer useable typically may be returned and replaced with a similar new item. Replacement of lost items will require department manager approval. The Agency, at its sole discretion, may amend or substitute any of the required uniform pieces as deemed necessary.

Uniforms and laundry service may be 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 who primarily work in an office may wear professional office attire, including jeans, in lieu of the uniform 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 required 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 workers' compensation 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 certain hazardous environments ("Covered Employees," as listed below) 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 as needed for all employees whose work requires use of a respirator to protect their health or those who 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 may be required, or may volunteer, to fulfill the duties of an Agency First Responder.

First Responder duties include, but are not limited to, the following:

- Trainings to respond to a work-related emergency, including training on safety programs
- Drills related to, e.g., chemical releases, injuries, rescues, etc.
- Responding to work-related emergencies
- Meetings with First Responder team

To be eligible to perform First Responder duties, an individual must first satisfactorily complete duties to include, but not limited to, the following:

- 40-hour HAZWOPER certification,
- Take all of the trainings that the Agency requires of its designated First Responders, and
- Be able to successfully perform all roles and functions in all First Responder duties

The quantity of First Responders is limited to fourteen (14) employees; and the assignment to First Responder duty will be determined by the Safety Officer and department managers.

First Responder volunteers must participate in required continuous training and field practice. If a First Responder volunteer does not participate on a regular basis, they may be subject to removal from the First Responders.

Safety Award Program

On a quarterly basis, the Safety Committee, which is comprised of designated members from each department, reviews all safety suggestions submitted during the quarter. Safety suggestions can be any idea or process intended to make the Agency safer, and must be submitted using the safety suggestion form located at the Safety Suggestion drop box in the hallway outside of the maintenance area.

The Agency may provide an employee two (2) hours of paid administrative time for each safety suggestion that is adopted by the Safety Committee, in its sole discretion. 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.

Safety Incident Reporting

Employees who are involved in a workplace accident, whether or not the accident results in injury or property damage, must immediately report the incident to their supervisor and/or manager. Incidents affecting workplace safety are investigated as management deems necessary.

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

AGENCY VEHICLES AND EQUIPMENT

Employee Driving Standards

Employees whose duties necessitate driving in the course of employment (Covered Employees) are required to maintain an acceptable driving record. The Agency's insurance carrier requires that employees must 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. Covered employees are provided a copy of the driving standards with which they are expected to comply.

Employees must immediately report to their 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 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. Inappropriate or unsafe 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, and standby). This privilege may be granted on a case-by-case basis subject to 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. Otherwise, the Agency vehicle must be used only 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 employee must report the accident 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 may be.

Upon the occurrence of a work-related auto accident, the Agency employee must not tell the other party that the Agency will make repairs to the vehicle or property of the other party, or in any other 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 at any time. 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.

Employees must understand that, to the extent on-the-job and/or off-the-job involvement with drugs or alcohol impacts the workplace and/or TTSA's ability to achieve its objectives of workplace safety and efficiency, such involvement is not permitted.

Employees who are on medication that may affect the safe performance of their duties must report that fact to their supervisor before beginning work. Employees taking medication must have medical clearance that they may safely perform their duties, or they will not be permitted to work.

The following conduct is strictly prohibited by T-TSA:

- 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/or
- 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 may request an unpaid leave of absence.

Searches for Drugs or Alcohol

T-TSA may conduct unannounced or announced searches of Agency facilities and property (including personal property brought onto Agency premises). 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 reason to believe that an employee is in violation of this, or any other, Agency 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, in the sole discretion of Agency management.

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 for this purpose. 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 generally place the employee on 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 this policy is required to report this to any Agency manager or to HR.

On occasion, employees may participate in business-related events outside of working hours and away from Agency premises. 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, which includes observing all laws prohibiting the operation of a vehicle while under the influence.

TECHNOLOGY USE POLICY

Employees are not afforded any right of privacy in documents/information they create, store, or receive on the Agency's computer/email systems.

CELLULAR PHONE REIMBURSEMENT

The Agency offers reasonable reimbursement to employees who are required to use their privately-owned mobile device for work purposes. The Agency's department managers will determine eligibility for, and amount of reimbursements, within their individual departments.

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 work-related questions that are not answered in the handbook.

This manual, and the policies and procedures contained herein, supersedes 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 employee handbooks, 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. 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