Employee Handbook

AACI

The Asian Americans for Community Involvement of Santa Clara County Inc.

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Welcome to AACI

Introductory Statement

Welcome!

On behalf of AACI, let me extend a warm and sincere welcome to employees who are joining the AACI team. For our existing team members, I thank you for your past and continued service.

I hope that you will find your work at AACI to be rewarding, challenging, and meaningful. We look to you and the other employees to contribute to the success of AACI's Mission. I extend my personal best wishes for your success and happiness here at AACI. It is our employees who provide the critical services that our community members rely upon, and who will enable us to create new opportunities in the years to come.

Thank you for being part of the AACI team.

Sarita Kohli, President & CEO

About This Handbook

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with AACI. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

This employee handbook contains the employment policies and practices in effect at the time of publication. All previous handbooks and any previous inconsistent policy statements are superseded.

In addition to the policies covered in this handbook, AACI also maintains and incorporates, by reference, separate policies and procedures including those addressing specific departments and programs, as well as worksite specific requirements, which are updated more frequently. Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Agency issued documents. These Agency documents are controlling over any statement made in this handbook.

Neither this handbook nor any other verbal or written communication by a management representative is, or should be considered to be, an agreement, contract of employment, or confer any contractual rights whatsoever. No Agency representative other than the CEO and/or the Head of Human Resources may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and the modification must be in signed wiring.

Please take the time to review the policies in this handbook, as well as the policies and procedures found in your onboarding packet and online on our internal web-based sharing platform. Your supervisor or manager will be happy to answer any questions you may have.

AACI’s Mission and Vision

Our Mission

To strengthen the resilience and hope of our diverse community members by improving their health and well-being.

Our Vision

Everyone in our diverse community is healthy, safe and well.

Our Values

Equity
Cultural Sensitivity
Integrity
Excellence

Who We Serve

All are welcome at AACI. AACI serves all members of our diverse community, focusing on those who are marginalized and vulnerable, and who face barriers to accessing health and wellness services.

AACI clients span all ages. Most have low or very low incomes, and many experience trauma, mental illness, chronic disease, isolation, or other obstacles to health and well-being. AACI’s culturally sensitive health and wellness services are accessible to all in need, without regard to their immigration status or their ability to pay.

Commitment to Civil Rights and Equal Opportunity

Diversity, Equity and Inclusion

AACI is committed to fostering a diverse workforce through a culture of purposeful inclusion where all can feel valued and cared for. As a component of this work, we strive to maintain a workplace that is equitable, responsive, and safe for all employees. From recruiting practices, to pay and benefits, promotions, and all other aspects of employment with us, ensuring an environment of equity is core to our mission and to our daily work.

We celebrate the diversity of our employees and honor the wide range of backgrounds, characteristics, and lived experiences of those who work here. Whether about race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, we at AACI value these differences not only because we should, but because they add directly to your expertise as an employee and our collective ability to provide culturally and linguistically sensitive services to our communities.

AACI is committed to ensuring access, opportunity, and advancement for all individuals. Recognizing that this work is an ongoing process, we remain open to suggestions and/or feedback on how the organization can cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

It is our intention that all our employees, regardless of any particular background or characteristic, are always treated with respect and dignity. Likewise, we expect that as our employees, you treat your coworkers, supervisors, and other team members with the same dignity and respect at all times.

Disrespect, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, up to and including termination.

If you feel you have been mistreated, harassed, or discriminated or retaliated against in violation of the Agency's Harassment, Discrimination and Retaliation Prevention policy, please contact your supervisor or any AACI Human Resources representative.

Requests for Accommodation & Interactive Dialogue

AACI is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA). We also wish to foster a culture of purposeful inclusion where all can feel valued and cared for. To that end, we will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom AACI becomes aware may require such an accommodation, without regard to any protected classifications, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Anyone who would like to request an accommodation based on any of the reasons above should contact an AACI Human Resource representative. If an individual who has requested an accommodation has not received an initial response within five (5) business days, the employee should contact the Head of Human Resources.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, AACI will engage in an interactive dialogue with the employee.

Even if an employee has not formally requested an accommodation, AACI may initiate an interactive dialogue under certain circumstances, such as when AACI has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications above, in compliance with applicable law. In the event AACI initiates an interactive dialogue with an employee, it should not be construed as AACI's belief an individual requires an accommodation but is intended as an invitation for the employee to share with AACI any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, AACI will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how AACI may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, AACI will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. AACI is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

As part of the interactive dialogue, AACI reserves the right to request supporting documentation, to the maximum extent permitted by applicable law.

AACI will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Reasonable accommodation may include, but is not limited to:

- Making existing facilities used by employees readily accessible to and usable by persons with disabilities.
- Job restructuring, modifying work schedules or reassignment to a vacant position.
- Acquiring or modifying equipment, devices or training materials, and providing qualified readers or interpreters.

AACI will not allow any form of retaliation against employees who have requested an accommodation, for whom AACI has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact an AACI Human Resource representative.

Accommodation For Applicants

California Fair Employment & Housing Act

In addition to the Americans with Disabilities Act (ADA), California's Fair Employment & Housing Act (FEHA) and The Civil Rights Department (CRD) also prohibits discrimination based on disability. Based on these laws, the agency provides reasonable accommodation to qualified employees or applicants with disabilities or medical conditions (as defined in FEHA/CRD), unless doing so would cause undue hardship to the operations.

AACI is committed to protecting the rights of qualified individuals with disabilities from discrimination in all aspects of employment, including job application procedures, hiring, promotions, transfers, job assignments, compensation, benefits, training, counseling, discipline, termination, and other terms, conditions, and privileges of employment. A qualified employee or applicant with a physical or mental disability is someone who can perform the essential functions of the job, with or without reasonable accommodation.

Applicants needing accommodation during the application process should contact or be connected to an AACI Human Resource representative for assistance.

Lactation Accommodation

AACI recognizes lactating employees' rights to request lactation accommodation and accommodates lactating employees by providing a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their infant child, subject to any exemption allowed under applicable law.

If possible, the break time should run concurrently with your normally scheduled break time. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private (shielded from view and free from intrusion from co-workers and the public) and located close to your work area. The room or location may include an employee's private office if it otherwise meets the requirements of the lactation space. Multi-purpose rooms may be used as lactation space if they satisfy the requirements for space; however, use of the room for lactation takes priority over other uses for the time it is in use for lactation purposes. Some AACI facilities have a pre-dedicated lactation space. Restrooms are prohibited from being used for lactation purposes.

Employees who need a lactation accommodation should submit a request for possible accommodation through their direct manager or to any AACI Human Resource representative. Upon receiving an accommodation request, the Agency will respond to the employee within five (5) business days to engage in an interactive process to determine the appropriate accommodations.

AACI will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have been otherwise been denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Please consult an AACI Human Resource representative with questions regarding this policy.

Harassment, Discrimination & Retaliation Prevention

Equal Employment Opportunity

AACI is an equal opportunity employer. We enthusiastically accept and commit to our responsibility to make employment decisions without regard to:

- Race
- Religion (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned) and sexual orientation
- National origin
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Reproductive health decision making
- Military or veteran status
- The combination or intersectionality of two or more protected traits.
- Any other basis protected by federal, state or local law or ordinance or regulation.

We are committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct.

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

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

All such conduct violates Agency policy.

Harassment Prevention

The Agency's policy prohibiting harassment applies to all persons involved in the operation of the Agency. AACI prohibits harassment, disrespectful or unprofessional conduct by any employee of the Agency, including supervisors, managers and co-workers.

The Agency's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

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

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

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

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

Non-Discrimination

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

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

Anti-Retaliation

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

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or

qualified individuals with disabilities where the accommodation does not pose an undue hardship.

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

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

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct bring your complaint, as soon as possible after the incident to your supervisor or to

- The head of HR, or any AACI Human Resources representative
- Any other Agency manager or supervisor you feel comfortable approaching.

You can bring your complaint to any of these individuals. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the head of the Human Resources department. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

The Agency encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

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

Supervisors must immediately refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the head of the Human Resources department so the Agency can try to resolve the complaint.

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

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

Complaints will be:

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

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

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

HR Managers, other human resource employees, and any adult employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received a copy of the Agency's Harassment, Discrimination and Retaliation Prevention policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

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

Employee's Signature_____

Employee's Printed Name _____

Date _____

Hiring

At-Will Employment Status

Employees at AACI personnel are employed on an at-will basis. This means that the employment relationship may be terminated at any time with or without reason or advance notice by either the employee or the Agency. Nothing in this handbook limits the right to terminate at-will employment.

No employee or representative of the Agency has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the CEO and Head of Human Resources of AACI has the authority to make any such agreement, which is binding only if it is in writing and signed.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or work with others toward altering the terms and conditions of their employment, such as communications regarding wages, scheduling or other terms of employment.

New Hires

Employment Eligibility Verification

All employees must properly complete Form I-9 at hire. This includes citizens and noncitizens. You must also present acceptable documents as evidence of identity and employment authorization within three days of your first day of work.

The Agency participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, the Agency is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. The Agency can only use E-Verify once you have accepted a job offer and completed the Form I-9.

Onboarding and Orientation Period

The first 90 days of continuous employment at AACI is considered an Onboarding and Orientation period. During this time, you will learn your responsibilities, get acquainted with co-workers and determine whether or not you are happy with your job. Your supervisor will closely monitor your performance. Completion of the introductory period does not entitle you to remain employed by AACI for any definite period of time. Your status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the Agency.

Re-Hire Service Credit

AACI will give service credit to employees previously employed by the Agency, provided the break in service does not exceed 365 days. Generally, the break in service time will be deducted from the employee's original service date.

An AACI Human Resources representative will discuss reinstatement of benefits and other length of service issues with rehired employees. Special rules apply to reinstatement of paid sick leave benefits under the California Healthy Workplaces, Healthy Families Act.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you in addition to what is in the published job description. Please keep in mind that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or AACI. Your cooperation and assistance in performing such additional work is expected.

AACI reserves the right, at any time, with or without notice, to update job descriptions, alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Job Sharing

Job-sharing is defined as two part-time employees assigned to share the duties and responsibilities of a full-time job position. AACI will support job sharing where reasonable and practical and where Agency operational and business needs will not be negatively affected. In order for job sharing to work, the two individuals work as a team to accomplish one full-time position's duties, communicate effectively, and ensure continuity of work.

The department manager is responsible for identifying if a job-sharing arrangement is workable within their department. The department manager must assess the impact and outcome in terms of production, quality and absenteeism, and whether job sharing is in the best interests of AACI and employees. An AACI Human Resources representative must also assess the overall feasibility of the job-sharing arrangement. Any job sharing arrangement must receive final approval from both the department manager and the Human Resources representative. The decision as to whether to allow a job-sharing arrangement is within the discretion of the Agency and some jobs may be unsuitable for job sharing.

The exact details of the job share arrangement will be decided by and implemented by the manager and Human Resources representative to ensure that operational needs are met.

Examples of job sharing arrangements are as follows:

- Split days -- one partner working the first half of the shift and the other partner working the second half.
- Split weeks -- one partner working the first 2.5 days (e.g., Monday to Wednesday morning) and the other partner working the remaining 2.5 days (e.g., Wednesday afternoon to Friday)
- Two days one week and three days the next, with the job sharers alternating to work the extra day.
- Alternate weeks -- one partner works one week; the next partner works the following week.

Job sharers must have a strong commitment to the job and to making the job-sharing arrangement work. Job sharers must ensure that there is a workable communication system in place so that supervisors, co-workers, customers and/or clients can expect to communicate with both job sharers via the person on duty at the time.

Job sharing will affect your eligibility for certain benefits. Please contact the Human Resources representative for specific details. The department manager has the general responsibility of overseeing the day-to-day implementation of this job-sharing policy in accordance with payroll and legal requirements.

If a job-sharing position is approved, your position is part of a full-time position which has been divided under a job-sharing arrangement. Should your job share co-worker resign or transfer, your department manager and AACI Human Resources representative, will assess the needs of the Agency and determine a course of action. The following are potential options:

- Convert the remaining job-sharing co-worker to a full time 40-hour work week position.
- Advertise the position as a part-time job share. In the event that the position cannot be filled, the position will revert to a full-time position with the requirement that the remaining co-worker assume the full-time requirements of the position, including the 40-hour work week.
- Adjust the work schedule of the remaining job co-worker to meet office needs.
- Allow the remaining job share co-worker to continue working the part-time schedule.

Job sharing arrangements will be continually evaluated and can be discontinued at any time. An approved job share agreement does not change or alter the at-will nature of the employee's employment with the Agency. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or the Agency.

Employee Classifications

Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 30 or more hours per week. Regular full-time employees are eligible for most employee benefits described in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the benefit plans or by law.

Part-Time Employees

Part-time employees are those who are scheduled for and do work fewer than 30 hours per week. Part-time employees are eligible for the following AACI benefits:

- Paid Sick Time
- 403(b) participation

Regular Employees

Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Temporary Employees

Temporary employees are those employed for short-term assignments. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except those mandated by applicable law.

Inactive Status

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state, federal or local leave of absence by more than 30 days will be placed on inactive status.

Health Benefits Extension

Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense.

Contact an AACI Human Resources representative for more information.

Recruitment Bonus

AACI wants to recruit quality applicants and in order to do so encourages employees to refer qualified candidates to the Agency. If your referral is employed by AACI, a recruiting bonus will be paid to you under the following terms:

- Referrals will be paid only if the original employment application completed by the applicant contains the employee's name as the referral source.
- Referral candidates must be personally known to the referring employee.
- If the referral candidate is hired and completes 90 working days from their initial start date with AACI, the employee responsible for the referral will receive the referral bonus.
- If the applicant is referred by more than one employee, the referral bonus will be split equally among the referring employees and paid on the same terms as above.
- Managers are eligible for referral bonus only for candidates hired in departments other than their own.

Wages and Working Hours

Payment of Wages

Paydays are scheduled on the 10th and 25th of the month, or the last workday before the 10th, and 25th for the semi-monthly pay periods ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the preceding business day.

Paychecks are available via direct payroll deposit or for pickup in the Accounting Department office. If you observe an error on your check, please report it immediately to the Accounting Department.

You may begin and stop direct payroll deposit at any time. To begin automatic payroll deposit, you must complete the set up in AACI's electronic time keeping system online. You should carefully monitor your payroll deposit statements for the first pay periods after the service begins.

Advances

Wages

AACI permits advances against future wages as follows:

- Regular full-time employees are eligible for an employee hardship loan after the completion of six (6) months of active employment. The employee must be in good standing with the Agency.
- Regular full-time employees may request an interest-free loan up to a minimum of $500.00 and a maximum of $2,000.00, in increments of $100.
- If an employee goes on leave of absence or reduces scheduled work hours to less than full-time, the outstanding loan balance becomes immediately due and payable.
- An employee must wait at least one year without an outstanding loan balance to be eligible for another loan.

You will be required to sign a promissory note (loan agreement) before an advance is made.

Accrued Time

AACI permits advances against future vacation accrual if other appropriate paid time off options are not available. Only one advance per year is permitted.

Up to a maximum of 40 hours of unaccrued vacation time may be advanced each year. The advancement will be "paid back" from future vacation accrual. Should your employment end, voluntarily or involuntarily, with your vacation accrual balance in the negative, the employee will be required to pay back the advanced vacation.

Timekeeping Requirements

All nonexempt employees are required to use AACI's electronic timekeeping system to record time worked for payroll purposes. All time worked must be accurately reported on your time record.

Non-exempt employees must record the time they begin and end work, clock out for meal periods and record the start and end of the meal period as well as the beginning and ending time of any departure from work for any non-work-related reason.

Employees are not allowed to work "off the clock." Working off the clock violates Agency policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you do perform any off-the-clock work or have not accurately reported your time, please report the work to your supervisor to have the time added to your time sheet.

You will be required to certify that your time record is accurate. You must record all time worked and report any errors on your timecard immediately to your supervisor.

Please also refer to AACI's *Meal and Rest Break Policy*.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to AACI benefits programs and policies.

No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted their leave under this policy;
- Is absent for jury duty or military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment.

If an employee is only working a portion of their regular workday for personal reasons, the employer may require, or the employee may request to take a partial day deduction from any available accrued vacation leave balance. If an employee is only working a portion of their regular workday due to illness, the employee may request to take a partial day deduction from any available accrued sick leave balance.

It is Agency policy to comply with these salary basis requirements. Therefore, AACI prohibits all Agency managers from making any improper deductions from the salaries of exempt employees. The Agency wants employees to be aware of this policy and know that the Agency does not allow deductions that violate federal or state law.

If you believe that an improper deduction from your salary has been made, you should immediately report this information to your direct supervisor, or to an AACI Human Resource representative.

Reports of improper deductions will be investigated promptly. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Overtime for Nonexempt Employees

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

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 am and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 am.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Meal and Rest Periods

Working Hours and Schedule

AACI's core business hours are 8:30 am to 5:30 pm, Monday through Friday.

Employees are assigned a work schedule and are be expected to maintain that schedule. Depending on the needs of your business unit or department you may be assigned a fixed schedule, a flexible schedule that includes core hours, a non-core hours schedule, or a rotating schedule.

To accommodate the needs of the business, AACI may need to change individual work schedules on either a short-term or long-term basis.

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee (hourly), you will be paid for these rest break periods.

Number of Rest Breaks

Non-exempt employees who work at least three-and-one-half (3.5) or more hours per day are authorized and permitted to take a paid ten-minute rest break for every four (4) hours or major fraction of this time, which is defined as any amount of time over two [2] hours).

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 10-minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

Rest breaks should be taken as close to the middle of each work period of four (4) hours as is practical. Employees are encouraged to take their rest breaks; they are not expected to and should not work during these rest breaks. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

Your rest break will be scheduled by you and your direct manager.

Meal Break Period

All nonexempt employees who work more than five (5) hours in a workday are entitled to and will be provided an uninterrupted, unpaid, off-duty meal period of at least 30 minutes.

During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is less than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must mark the meal period as waived on your timecard.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work).

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. Again, you must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance. Any waiver of the second meal period must be in writing and submitted before the second meal period as well as noted in your timecard.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work.

Employees who work more than 12 hours may not waive, and should take, their second unpaid, off-duty and uninterrupted 30-minute meal period.

Recording Meal Periods

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

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify your Director or an AACI Human Resource representative.

Any time you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your direct manager and document the reason for the missed meal period or time worked.

Please also refer to the AACI *Timekeeping Policy*.

No Working During Rest Breaks and Meal Periods

Employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. Employees may leave the premises during rest breaks and meal periods but must return to their work area and begin working promptly when the specified break time is completed.

Employees should not visit or socialize with employees who are working while they are taking a rest break or meal period. Non-exempt, (hourly) employees, are not expected to remain “on call” or available to respond to messages, monitor radios, telephones, email or other devices during meal periods. A meal break period must be at least 30 minutes of nonworking time.

Non-exempt employees are to immediately notify an AACI Human Resource representative if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Mandatory Meetings & Training

AACI will not discriminate, retaliate, threaten or take adverse action against an employee for declining to attend an employer-sponsored meeting or refusing to participate in, receive, or listen to employer communications about the employer's views on religious or political issues. Such issue includes matters relating to elections for political office, political or labor organization, and matters relating to religious affiliation and practice and the decision to join or support any religious organization or association.

Pay for Meetings and Training

AACI will pay non-exempt employees for attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is required;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs has been notified of the necessity for such attendance by their supervisor.
- If the meeting must be scheduled before or after regular work hours, non-exempt employees will be compensated with overtime pay if it applies to their work situation and daily/weekly hours worked.

Reporting-Time Pay

AACI will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

AACI will pay a minimum of two hours of pay to hourly employees who are required to report to work on a day other than their normally scheduled workday.

AACI will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities;
- Operations can't begin due to threats to employees or the Agency's property, or when recommended by civil authorities; or
- Interruption of work because of natural causes or other circumstances beyond the Agency's power to control.

Reporting time pay does not apply to employees on paid standby status, who are called to work at times other than their usual shift.

Travel Time for Non-Exempt Employees

Nonexempt employees who are required to travel for work-related purposes are paid for the time they are traveling in some circumstances. While traveling, hourly employees must continue to take their meal break periods and enter their time into the electronic time keeping system.

Time spent in transit or doing work while traveling during normal work hours, beyond a normal commute is paid in these circumstances:

- Travel between worksites: time spent directly traveling to and from different worksites (without deviation) during the day is paid.
- Same day travel beyond normal commute: When an employee must travel out of town for work but returns home the same day, all the time spent in actual travel is paid minus the time the employee would have spent commuting normally to their assigned work location.
- Travel away from home: When travel requires an overnight stay, any time traveling is paid, regardless of what day of the week the travel takes place. Also, time spent waiting at the terminal until arrival at the destination is paid. However, time spent traveling to an airport terminal or train station is considered commute time and is not paid.

During travel, when the employee takes time to do personal things like eat dinner, go sight-seeing, sleep, or engage in purely personal pursuit not connected with traveling or making necessary travel connections is not paid.

The employee must be paid for all hours spent between the time they arrive at the airport and the time they arrive at their hotel. But once the employee has reached their destination, if they are no longer in transit or performing any work and are free to choose how to use their time it is not paid time.

Normal commuting time to an employee's regular worksite is not paid time.

Telecommuting

AACI may allow employees to work remotely if their job duties and work performance are determined to be eligible for remote work. Eligibility will be decided on a case-by-case basis by the Agency. Employees also may be required to work remotely during periods of public health emergencies if government orders and mandates recommend such work.

Working remotely, also referred to as "telecommuting," provides employees with an opportunity to work from an alternative work environment rather than AACI's physical locations. Working remotely must be pre-approved by your supervisor and cannot be initiated without a *Telecommuting Agreement*.

AACI retains the right in its sole discretion to designate positions that are appropriate for remote work and approve employees for working remotely. Working remotely must be approved by your supervisor. Working remotely does not change the conditions of employment or required compliance with all Agency policies and procedures. Although we strive to give advance notice of changes, AACI reserves the right to change or terminate the *Telecommuting Agreement* at any time, without cause or advance notice. Your ability to work under a telecommuting agreement rests in the sole discretion of the Agency.

Working remotely may not be appropriate for all employees. If you wish to request to work remotely, please contact your direct supervisor.

Remote Work Schedule

Unless otherwise agreed in writing, the hours and days of work while telecommuting will not change. Employees are expected to apply themselves during work hours and remain available for remote team meetings or conferences as needed.

Nonexempt employees must not work outside of scheduled hours without advance approval; this includes such activities as checking and responding to emails. Any work outside of a scheduled shift must be reported to your direct supervisor.

Working remotely is not intended as a substitute for childcare or to care for another adult.

If you need to make special arrangements or changes to your work schedule due to the need to care for a child or another adult, please contact your direct supervisor and an AACI Human Resources representative.

Location

Employees will provide, at their expense, a dedicated work area. Employees are responsible for maintaining the work area in a safe, secure, and nonhazardous condition at all times.

While working remotely, employees are expected to work with the borders of the state of California. Employees must obtain prior permission to work outside the state of California. Work outside of the state of California may not exceed 30 days in length.

Work Standards and Performance

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects and any other work-related issues;
- Be available for and attend any video/teleconferences, scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the Agency;
- If you are nonexempt (hourly), properly record all hours worked each day in compliance with the Agency policies and practices;
- If you are nonexempt (hourly), obtain supervisor approval in advance of working any overtime hours;
- Record all time worked and report any errors on your timecard immediately to your supervisor;
- Take rest and meal breaks in full compliance with all applicable policies of the Agency; and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

It is critical that telecommuting employees comply with all AACI rules, policies, practices and instructions that would apply if they were working at the Agency's physical work location(s), including but not limited to, policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Your telecommuting arrangement will be evaluated on an ongoing basis to ensure that your work quality, efficiency and productivity are not compromised by the telecommuting arrangements.

Equipment and Information Security

As a telecommuting employee, you will be subject to the following requirements:

- Your work equipment must not be used by anyone other than yourself, and only for business-related work.
- You are responsible for immediately reporting any problems with Agency equipment.
- You must protect Agency-owned equipment, records and materials from unauthorized or accidental access, use, modification, destruction, disclosure or theft. You must follow all policies, practices and instructions regarding the safety and security of any confidential and/or proprietary information.
- You must report to your supervisor any incidents of loss, damage or unauthorized access at your earliest reasonable opportunity.
- All equipment, records and materials provided by the Agency will remain property of the Agency.
- At the termination of the *Telecommuting Agreement*, or upon the Agency's request, you agree to immediately return any and/or all Agency equipment.

Telecommuting Safety

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards and provides adequate protection and security of Agency property. If you need assistance in maintaining a safe workspace you should contact your direct manager.

A telecommuting employee is liable for any injuries that occur to third parties at or around the telecommuting employee's alternative work environment.

Telecommuting employees must maintain a safe, secure and ergonomic work environment; comply with all applicable workplace safety rules, policies and instructions; and report work-related injuries to the Agency immediately. Please let your direct manager and an AACI Human Resources representative know if you require specific equipment.

Telecommuting Plan

All telecommuting employees are required to discuss with their supervisor the telecommuting employee's workdays and work hours (as applicable); equipment the telecommuting employee will need; how the telecommuting employee will communicate with the Agency; and other appropriate information.

Your telecommuting arrangement will be evaluated on an ongoing basis to ensure that your work quality, efficiency and productivity are not compromised by the telecommuting arrangements. The Agency may, at its sole discretion, change any of the conditions under which the employee is permitted to telecommute under the Telecommuting Agreement at any time, and may require the employee to report to the employee's physical workplace at any time and for any reason.

Benefits

Health Benefits

AACI is committed to providing a robust, inclusive, and affordable selection of health and welfare benefit plans.

Benefit eligibility is dependent upon your employee classification (full-time versus part-time, for example) and on length of continuous employment at AACI. Benefit eligibility requirements may also be imposed by the plans themselves.

Upon becoming eligible for certain employee benefit plans, you will receive Summary Plan Descriptions which describe the benefits in greater detail. For information regarding employee benefits and to answer any questions you may have contact an AACI Human Resources representative

The Agency reserves the right to modify, amend or terminate benefits and to modify or amend benefit eligibility requirements at any time and for any reason, subject to any legal restrictions.

Agency Benefits include:

- Health Insurance
- Dental Insurance
- Vision insurance
- Life & Disability Insurance
- 403(b) Retirement Plan
- Medical and Dependent Care Flexible Spending (FSA)
- Employee Assistance Program (EAP)
- Additional Supplemental Benefits

Holidays

AACI scheduled holidays vary from year to year, you will be notified of the observed holidays each year. Typical holidays include:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, AACI may grant another day off in lieu of closing. Holiday observance will be announced in advance.

AACI also offers an additional annual holiday, for your date of choice:

- Day of Impact, a paid day off to volunteer or participate in civic engagement or commemorate an important milestone or holidays important to you that is not covered under the provided holiday schedule.

Full time employees are eligible for paid holidays immediately upon joining. All regular full-time employees are eligible for up to eight (8) hours of compensation at the regular rate of pay for each holiday. Holidays that are paid but not worked do not count for overtime purposes. Holidays do not accrue or roll over to another year.

To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday, unless an absence on either day is approved in advance (such as an approved vacation). Employees on leaves of absence are not eligible for holiday pay. Employees working less than 30 hours are not eligible for holiday pay.

Because of the nature of our programs and services you may be asked to work, or to be on call during a Holiday.

Non-exempt employees who are required to work on a scheduled paid holiday will receive an additional payment of one and one-half times (1½) of their regular rate of pay for the actual time they work that day.

Vacation

Vacation Accrual

All regular employees, working thirty (30) hours or more per week, are entitled to paid vacation accrual. Vacation time accrues from the first day of employment, however the employee is not entitled to take this vacation until they have successfully completed 90 days of employment. Vacation accruals are prorated according to hours scheduled. Temporary and part-time employees do not accrue paid vacation.

Full-time employees working 40 hours per week accrue paid vacation time on a pro-rata basis on the following schedules:

Length of Employment	Vacation Time Accrued	Maximum Accrual
0-24 months	8.68 hours/ month	176 hours
25-60 months	12 hours/ month	216 hours
61+ months	15.34 hours /month	276 hours

Active service begins on your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Vacation benefits have a maximum accrual. No additional vacation will be earned until accrued vacation time is used.

Vacation schedules must be coordinated with and approved by your direct manager in advance. Complete a request for vacation well in advance of the dates involved.

Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations at the times they wish. However, AACI's operating needs will take priority.

When your employment relationship with the Agency ends, you will be paid for accrued unused vacation days on a pro rata basis.

Mandatory Use of Vacation During Agency Shutdown

The Agency ceases operation from time to time. You are required to use accrued vacation during any Agency shutdown.

Use of Vacation Before Unpaid Leave

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you are taking and/or federal and state leave requirements.

Please contact an AACI Human Resources representative to discuss coordination of your benefits.

AACI permits advances against future vacation accrual if other appropriate paid time off options are not available. A maximum of 40 hours of unaccrued vacation time may be advanced per year. Only one advance per year is permitted. The advancement will be "paid back" from future vacation accrual. Should your employment end, voluntarily or involuntarily, with your vacation accrual balance in the negative, you will be required to pay back the advanced vacation.

Sick Time

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

If you have any questions about paid sick leave, please contact an AACI Human Resources Representative.

Eligible Employees

All employees who work for 30 or more days within a year from the start of their employment will be entitled to paid sick time.

Sick Pay Amount

Accrual rates are based on an employee's regular normal workweek. Full-time employees are eligible to accrue up to twelve paid sick days each year. Employees working 30 to 35 hours per week per week accrue a prorated amount. Part time employees receive 40 hours each year.

Eligible full time employees will accrue sick leave as follows:

> Employees working 36 - 40 hours per week accrue 8 hours per month / 12 days per year to a maximum of 240 hours (30 days)
>
> Employees working between 30 and 35 hours per week accrue 6.4 hours per month / 76.8 hours per year, to a maximum of 192 hours (24 days).
>
> Part-time employees and temporary employees will receive 40 hours of sick pay each year.

Once an employee reaches the accrual maximum, no additional paid sick time will be earned until some or all of your accrued paid sick time is used.

The Agency does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or family member.
- Preventive care for an employee or an employee's family member. Preventive care may include self-quarantine as a result of potential exposure to COVID-19 if quarantine is recommended by civil authorities, or other situations, such as where there has been exposure to COVID-19 or where an employee has traveled to a high-risk area.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person any individual you identify at the time you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, you must provide advance notification to your direct manager and request the time off through the electronic time keeping system. If the need for paid sick leave is not foreseeable, provide notice to your direct manager as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law.

Paid sick leave can be used in one-hour increments.

You cannot be discriminated or retaliated against for requesting or using accrued paid sick time. Please ask an AACI Human Resources Representative if you need more information about sick time or details about eligible reasons for using paid sick time.

Nonexempt employees will not receive compensation for absences due to illness or injury once they use all of their accrued sick leave, unless they choose to apply accrued, unused vacation to the absence.

Deductions from exempt employees’ sick leave banks will be made in a minimum increment of one (1) hour. Exempt employees who exhaust their sick leave and continue to be absent for reasons of injury or illness will have deductions made from their salary for full day absences only, unless their absences have been designated as intermittent leave under the Family Medical Leave Act or the California Family Rights Act.

External Employee Education

We believe in the continuing education of our employees. Managers are encouraged to budget for staff training annually.

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of AACI or themselves. Attendance at such activities, whether required by the Agency or requested by individual employees, requires approval from your supervisor. If you are interested in attending an outside training activity and having the Agency pay for your attendance, you are required to provide an advance written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Any travel or transportation expenses must follow the Federal guidelines for allowable travel expenses as published (www.gsa.gov) unless otherwise approved by CFO. Please refer to AACI's *Travel Policy* when planning or approving transportation or travel related expenses.

For attendance at events required or authorized by the Agency, customary and reasonable expenses may be prepaid or reimbursed upon submission of proper receipts. Acceptable expenses generally include registration fees, materials, transportation, and parking. Reimbursement policies regarding these expenses should be discussed with your manager in advance.

Employee attendance at required outside training will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While AACI generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Paid Family Leave

Paid Family Leave Benefits

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, funded with employee payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child: or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

When the employee applies for PFL benefits, the Human Resources Department will determine if the employee has any accrued but unused sick or vacation days available. If the employee has accrued but unused time available, then the employee is required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Employees taking time off work for any of the reasons set forth above are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave and California Family Rights Act Leave, if applicable. Employees who will be out of work must also request a formal leave of absence. Please see the Family and Medical Leave and California Family Rights Act policies in this handbook for eligibility requirements, if applicable.

State Disability Insurance Benefits

Employees may be eligible State Disability Insurance (SDI) program. SDI provides partial wage replacement benefits to employees who are unable to work due to their own illness, injury, or pregnancy. SDI contributions are paid by California workers through employee payroll deductions. The first seven days of an SDI claim is a non-payable waiting period. Accrued but unused sick or vacation time may be used during the waiting period and will not conflict with SDI benefits.

State Disability Insurance is limited to a state-mandated wage replacement benefit. Employees who will be out of work must also request a formal leave of absence. Please see the Family and Medical Leave and California Family Rights Act policies in this handbook for eligibility requirements, if applicable.

Workers' Compensation

AACI provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

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

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

- Immediately report any work-related illness or injury to your supervisor;
- Inform an AACI Human Resources Representative as soon as practicable;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1), and return it to an AACI Human Resources Representative; and
- Provide the Agency with a certification from your health care provider regarding the need for workers' compensation disability leave or other accommodation, if necessary, as well as your eventual ability to return to work from the leave.

Under most circumstances, when an employee returns from workers' compensation leave and provides medical certification that they are able to work, they will be reinstated to their previous position or an equivalent one, if available. However, an employee returning from workers' compensation leave has the same reinstatement rights as an employee who has been continuously employed, with no greater rights than if the employee had been continuously employed rather than on leave.

An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Agency's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act.

The law requires AACI to notify the workers' compensation insurance Agency of any concerns of false or fraudulent claims.

COVID-19

COVID-19 may be a work-related injury. If you test positive for COVID-19, please notify the Agency immediately so we may notify our workers' compensation carrier as required by law.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid.

If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation time off for further absences from worked related to your illness or injury.

Leaves of Absence

Bereavement Leave

All employees may take bereavement leave of up to five (5) days upon the death of a family member. For purposes of this policy, a family member is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

Bereavement leave need not be consecutive but must be completed within three (3) months of the family member's death at which time any remaining unused bereavement leave will expire.

AACI will pay regular, full-time employees for up to (3) three days of any bereavement time per year. Additional Bereavement leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

Employees, if requested by the Agency, within 30 days of the first day’s leave must provide documentation of the death of the family member. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under bereavement or reproductive loss leave policies.

Reproductive Loss Leave

Employees are provided up to five days of leave for qualifying reproductive loss events defined in the law, including a miscarriage, failed adoption, failed surrogacy, stillbirth or an unsuccessful assisted reproduction.

This leave must be taken within three months of the event unless the employee is on or chooses to take leave under another leave entitlement, such as the Family and Medical Leave Act (FMLA), in which case the reproductive loss leave must be taken within three months of the other leave's end date. For employees who experience more than one qualifying reproductive loss event, AACI, will grant up to 20 days of leave within a 12-month period.

AACI offers employees use of unused sick leave, and/or vacation during this absence.

Criminal Judicial Proceedings and Victims' Rights Time

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim.

If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim’s spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be in order to attend judicial proceedings or proceedings involving rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid, unless you choose to use accrued and unused paid time off.

For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact an AACI Human Resources representative.

Time off for Victims of Crime & Violence

Employees who are victims or whose family member is a victim of a qualifying act of violence including domestic violence, sexual assault or stalking, may take unpaid leave for the following reasons:

- To obtain or attempt to obtain a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the family member of the victim.
- To seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- To seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- To seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- To relocate or to complete appointments to obtain a new residence due to the qualifying act of violence, including securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.
- To seek or obtain civil or criminal legal services in relation to the qualifying act of violence.

- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

You are eligible for this leave if you or a family member are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime.
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

For purposes of this policy, “family member” means a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person. “Designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Employees may only designate one (1) person per 12-month period.

While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act.

Please provide reasonable advance notice of the need for leave, unless advance notice is not feasible. Contact an AACI Human Resources Representative to request this leave.

Crime Victim Accommodation

If you need a reasonable accommodation for your safety at work, contact an AACI Human Resources Representative. You will need to submit a written statement certifying that the accommodation is for the purpose of your safety at work.

AACI will engage in an interactive process with you to identify possible accommodations. Please notify the Agency if an approved accommodation is no longer needed.

AACI will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Jury Duty and Witness Leave

AACI encourages all employees to accept their civic responsibilities and supports employees in the performance of these duties. All employees will be allowed time off to serve as jurors or if summoned to appear as witnesses in a judicial proceeding because of a subpoena or other court order. Employees who take leave to attend a court function, must provide reasonable advance notice of the intention to take time off, unless the advance notice is not feasible.

Jury Duty

Regular full-time employees who have completed ninety (90) days of continuous service will be paid for each day of work missed due to jury duty up to a maximum of ten (10) days in any calendar year.

Exempt employees will be paid their full salary for any week in which time is missed due to jury duty.

You must notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received and keep them informed of the expected start and length of jury duty service.

You may be requested to provide written verification from the court clerk of performance of jury service. If a major portion of your regular work time remains after any day of jury selection or jury duty, you are expected to return to work for the remainder of your work schedule, unless otherwise informed by your direct manager.

In the event the volume of work or the expressed nature of your position necessitates it, a one-time request for postponement of jury service can be made.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

Witness Leave

All employees who must appear in court in compliance with a subpoena or court order as a witness will be allowed time off.

Non-exempt employees may use available sick time, vacation time, or unpaid time for the period of absence. Exempt employees will be paid their full weekly salary unless they are on leave for an entire workweek during which no work is performed. If so, they may use accrued, unused vacation time.

FMLA - Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA). Additionally, employees who are CFRA-eligible have certain rights to take both a pregnancy disability leave (PDL) and CFRA leave for the birth of a child. If employees have any questions concerning FMLA/CFRA leave, they should contact an AACI Human Resources representative.

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Agency for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- You are employed at a worksite where there are 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition.

For purposes of FMLA leave, a "family member" includes your:

  - Spouse.
  - Parent.
  - Child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.

- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, child or parent in the Armed Forces of the United States, or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care or childbirth

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA leave and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and CFRA leave eligibility.)

For additional information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact an AACI Human Resources representative.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for

alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. A covered servicemember is either:
    - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
    - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA, AACI uses the 12-month period measured forward from the date you first took family leave.

Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered servicemember, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered servicemember is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth or related medical condition counts as FMLA leave, but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL).

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Agency grants intermittent leave. If, however, your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Agency will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Agency may also grant additional requests for leave lasting

less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to FMLA leave:

Please contact an AACI Human Resources Representative as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Agency at least 30 days before leave is to begin.

- If you cannot provide 30 days' notice, the Agency must be informed as soon as is practical.
- Consult with your direct manager regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Agency. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse
- If the FMLA request is made because of your own serious health condition, the Agency may require, at its expense, a second opinion from a health care provider that the Agency chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Agency.
- If the second opinion differs from the first opinion, the Agency may require you, at the Agency's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Agency.

Certification

AACI requires you to provide certification. You will have 15 calendar days from the Agency's request for certification to provide it to the Agency, unless it is not practical to do so. The Agency may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. (For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.) If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Agency may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Agency, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Agency will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Agency is entitled to 12 workweeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Agency will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans Continuation

If you are taking FMLA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Agency will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Agency may recover premiums paid to maintain health coverage if you fail to return to work following FMLA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would normally be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. You may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the Agency's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact an Human Resources Representative.

Reinstatement

Under most circumstances, upon return from FMLA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned before using FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Agency's operations;
- The employee is notified of the Agency's intent to refuse reinstatement at the time the Agency determines the refusal is necessary; and
- If leave has already begun, the Agency gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Please contact an AACI HR Reprehensive with any questions regarding accrual of other Agency provided paid leave benefits (such as vacation or sick leave) during unpaid FMLA leave.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the healthcare provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also information on *Pregnancy, Childbirth or Related Conditions and Baby Bonding.*

CFRA - California Family Rights Leave

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- You have been employed with the Agency for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply); and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave*.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
    - Spouse;
    - Parent;
    - Child of any age;
    - Registered domestic partner;
    - Grandparent;
    - Grandchild;
    - Sibling;
    - Parent-in-law;
    - "Designated person."
      This is someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for purposes of CFRA leave.
- The birth of your child, or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See *Qualifying Exigencies Related to Active Duty* below.)

Please note that incapacity due to pregnancy, prenatal medical care or childbirth is not an eligible reason for CFRA leave. However, if you are eligible for leave under the Family Medical Leave Act (FMLA), then such leave will run concurrently with FMLA. (See *Pregnancy Disability Leave* and *FMLA Leave* policies for additional information.)

If you are also eligible for leave under the FMLA, and depending on your reason for CFRA leave, FMLA may run concurrently with your CFRA leave. (See the *FMLA Leave* policy for additional information regarding FMLA leave eligibility.)

For additional information about eligibility for CFRA leave and how it may or may not interact with FMLA leave, contact an AACI Human Resources Representative.

Qualifying Exigencies Related to Active Duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of CFRA leave may be taken, AACI uses the 12-month period measured forward from the date an employee first took family leave.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

If an employee is eligible for FMLA leave, then PDL will run concurrently with FMLA. (See *FMLA Leave* policy for additional information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Agency will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Agency may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to CFRA leave:

Please contact an AACI Human Resources Representative as soon as you realize the need for family/medical leave.

- If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Agency at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Agency. Any such scheduling is subject to the approval of your health care provider or the health care

provider of your family member.

- If you cannot provide 30 days' notice, the Agency must be informed as soon as is practical.
- If the CFRA request is made because of your own serious health condition, the Agency may require, at its expense, a second opinion from a health care provider that the Agency chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Agency.
- If the second opinion differs from the first opinion, the Agency may require you, at the Agency's expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Agency.

Certification

AACI requires you to provide certification. You will have 15 calendar days from the Agency's request for certification to provide it to the Agency, unless it is not practical to do so. The Agency may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)* If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Agency may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave.

If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Agency will also require a medical release to return to work form or certification from your health care provider that you are able to resume work.

Failure to provide a release to return to work from your health care provider may result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

If you are taking CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Agency will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Agency may recover premiums paid to maintain health coverage if you fail to return to work following CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Payment is due when it would normally be made by payroll deduction.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. You may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, you must comply with the Agency's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact an AACI Human Resources Representative.

Reinstatement

Under most circumstances, upon return from CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

If you are on a FMLA-only leave, without CFRA running concurrently, there may be conditions in which you may be denied reinstatement if you are a "key" employee. (Please refer to the *Reinstatement* section of the *FMLA Leave* policy for additional information.)

Time Accrual

Please contact an AACI Human Resources Representative with any questions regarding accrual of other Agency provided paid leave benefits (such as vacation, or sick leave) during unpaid CFRA leave.

Carryover

Leave granted under any of the reasons provided by CFRA and/or FMLA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take CFRA leave intermittently (in blocks of time, or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding* above.

PDL - Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, you are eligible to take a pregnancy disability leave (PDL). Any employee planning to take pregnancy disability leave (PDL) should advise the Human Resources department as early as possible.

The PDL is for any period(s) as determined by your health care provider, of actual disability caused by pregnancy, childbirth or related medical condition up to four (4) months per pregnancy.

For purposes of this policy, "four months" means time off for the number of days the employee would normally work within the four (4) calendar months (one-third of a year or 17 1/3 weeks), following the commencement date of taking a pregnancy disability leave. For a full-time employee who works 40 hours per week, "four months" means 693 hours of leave entitlement, based on 40 hours per week times 17 1/3 weeks. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

Any leave requested after the disability period has ended will be treated as a request for family care leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), if you are eligible for that type of leave. PDL runs concurrently with FMLA (but not CFRA). Refer to the FMLA policy. Employees who are not eligible for leave under the CFRA or FMLA will have a request for additional leave treated as a request for disability accommodation.

Please make an appointment with an AACI Human Resources representative to discuss in more detail the following:

- You must inform AACI when a leave is expected or anticipated to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself). The actual length of pregnancy disability leave or need for an accommodation is determined by the advice of your health care provider.
- You must provide at least 30 days advance notice before the PDL or transfer is anticipated to begin.
- For emergencies or events that are unforeseeable, notify AACI HR and your manager, at least verbally, as soon as practical after you learn of the need for the leave;
- You must provide a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Agency. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. The AACI HR department for a medical certification form to give to your health care provider if needed;
- AACI will reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically advised because of your pregnancy;
- Failure to comply with these notice requirements may result in delay of PDL, reasonable accommodation, or transfer;
- You are allowed to use accrued sick time (if available) and/or accrued vacation time (if otherwise eligible to take the time) during PDL; and

- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable you may, in some instances, be required to transfer temporarily to an alternative position, if available that meets your needs. The alternative position does not need to have equivalent job duties but will have the equivalent rate of pay and benefits, and you must be qualified for the position. Transfer to an alternative position can include altering an existing job, if possible, to better accommodate your need for intermittent leave or a reduced work schedule.

Upon return from a covered PDL, the employee, in most instances, will be reinstated to the same position. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Agency can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date.

PDL is unpaid. At the employee's option, the employee can use any accrued vacation time off as part of the PDL before taking the remainder of leave on an unpaid basis. The substitution of any paid leave will not extend the duration of the PDL. Employees who participate in the Agency's group health insurance plan will continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Benefit continuation under PDL is distinct from benefit continuation for employees who also take birth bonding leave under the California Family Rights Act. Employees should make arrangements for payment of their share of the insurance premiums.

AACI encourages employees to contact the California Employment Development Department regarding eligibility for state disability insurance for the unpaid portion of the leave.

If employees do not return to work on the originally scheduled return date, nor request in advance an extension of the agreed upon leave with appropriate medical documentation, they may be deemed to have voluntarily terminated their employment with the Agency. Failure to notify the Agency of their ability to return to work when it occurs or continued absence from work because the leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of employment with the Agency, unless employees are entitled to Family and Medical Leave or entitled to further leave pursuant to applicable law.

Please contact a Human Resources representative for more information.

Medical Leave other than FMLA/CFRA

On occasion, an employee may need a medical leave of absence that extends beyond limits under any state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy.

In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a health care provider's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Agency's obligations under federal and state disability laws.

Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your health care provider certifies that you are unable to work and ends when your health care provider certifies that you are able to return to work. An AACI Human Resources Representative will provide you with a form for your health care provider to complete, showing the date you were disabled and the estimated date you will be able to return to work. When returning from a medical disability leave, you must present a health care provider's certificate declaring fitness to return to work.

Upon return from medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. AACI makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. AACI will comply with any reinstatement obligations under state or federal law.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

An employee that needs reasonable accommodations should contact an AACI Human Resources Representative and discuss the need for an accommodation.

Organ and Bone Marrow Donor Leave

AACI provides eligible employees paid leave to donate an organ to another person, and to donate bone marrow to another person. Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave, (and up to an additional 30 business days of unpaid leave) in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, AACI will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

AACI requires that employees taking leave for *organ donation* use two weeks of sick leave, and/or vacation. The use of vacation accrual, sick leave or other paid time off does not extend the term of the leave. If accrued vacation, sick leave or paid time off is not available, the time off for such procedure shall be paid, however the paid time off shall not exceed 30 days.

AACI requires that employees taking leave for *bone marrow* donation use up to five days of accrued but unused sick leave, and/or vacation. The use of vacation accrual, sick leave or any other paid time off does not extend the term of this leave. If accrued vacation, sick leave time off is not available, ACCI will pay the employee for the time off for such procedure, but the paid time off shall not exceed five (5) days.

Once a Donor has exhausted the required paid sick, and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum period allowed.

Personal Leave

A personal leave of absence without pay may be granted at the discretion of AACI to regularly, full-time employees who have completed at least twelve (12) months of continuous service. Temporary employees are not eligible for personal leaves of absence.

Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. If employees are ineligible for any other Agency leave of absence, AACI, under certain circumstances, may grant a personal leave of absence without pay. A written request for a personal leave should be presented to your division/program Director and an AACI Human Resources Representative at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for FMLA and CFRA, medical certification also must be submitted to an Human Resources Representative. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to thirty (30) days.

We will continue health insurance coverage during the leave if the employee submits their share of the monthly premium payments to the Agency in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they should notify management of the expected return date. This notification should be made at least one week before the end of the leave.

Upon completion of the personal leave of absence, the Agency will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise AACI of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Agency will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Agency-provided Short-Term Disability Leave of Absence.

School and Child Care Activities Time Off

Employees are encouraged to participate in the school or childcare activities of their child(ren). Time off under this policy can be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in loco parentis to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed childcare provider. The amount of time off for school or childcare activities described below cannot exceed a total of 40 hours each year.

The unpaid leave must be used for the following child-related activities:

- To find, enroll or reenroll the child in a school or with a licensed childcare provider, or to participate in activities of the school or licensed childcare provider of the child. The time off for these purposes cannot exceed eight hours in any calendar month. You must provide reasonable advance notice to your supervisor before taking the time off;
- To address a "childcare provider or school emergency" if you give notice to the Agency. A "childcare provider or school emergency" means that your child cannot remain in a school or with a childcare provider due to one of the following:
    - The school or childcare provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or childcare provider;
    - Behavioral or discipline problems;
    - Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays; or
    - A natural disaster, including, but not limited to, fire, earthquake or flood.

If more than one parent is employed by AACI, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor.

You may use accrued unused vacation time in order to receive compensation for this time off; If you do not have paid time off available, you will take the time off without pay.

School Appearances Involving Suspension

Parents, guardians or grandparents with custody of schoolchildren who have been suspended also are allowed to take unpaid time off to appear at the school pursuant to the school's request. If you are the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, you should alert your direct manager as soon as possible before leaving work.

Rehabilitation Leave

AACI is committed to providing assistance to our employees to overcome substance abuse problems. The Agency will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include time off without pay or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the Agency. Employees may also use accumulated sick days, if applicable, for this purpose.

Employees should notify Human Resources if they need such accommodation. The Agency will take reasonable steps to safeguard privacy with respect to enrollment in an alcohol or drug rehabilitation program.

Employees may not request an accommodation to avoid discipline for a policy violation. ACCI is not obligated, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Agency employee, including themselves.

Literacy Assistance Leave

AACI is committed to providing assistance to employees who require time off to participate in an adult education program for literacy assistance. If employees need time off to attend such a program, they should inform their direct supervisor or the Human Resources Department. The Agency will attempt to make reasonable accommodations by providing unpaid time off or an adjusted work schedule, provided the accommodation does not impose an undue hardship on the Agency. The Agency will attempt to safeguard the privacy of employees’ enrollment in an adult education program.

Time Off for Voting

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, employees may take off working time to vote. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. Employees will be allowed a maximum of two (2) hours of time to vote on Election Day without loss of pay.

If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' advance notice.

Military Leave

California law provides leave protection and return rights separate from those provided by federal law under USERRA, including unpaid leave for members of the reserve corps of the United States armed forces, the National Guard or the Naval Militia to participate in military training, drills, camp, naval cruises, special exercises or similar activities. Additionally, members of the California National Guard ordered into active state service for emergency purposes or called into active duty are entitled to job protections and return rights. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Employees who wish to serve in the military and take military leave should contact an AACI Human Resources Representative for information about their rights before and after such leave.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict may take up to 10 days off when their spouse is on leave from (not returning from) military deployment. Leave granted under this policy is unpaid. However, employees may use paid vacation time.

You must request this leave in writing to an AACI Human Resources Representative within two business days of receiving official notice that your spouse will be on leave. You must attach to the leave request written documentation certifying that your spouse will be on leave from deployment.

Employees who wish to request this leave should contact an AACI Human Resources Representative for additional information.

Volunteer Civic and Emergency Personnel Time

AACI encourages Civic and Community volunteering.

Time Off for Volunteer Firefighters, Reserve Peace Officers & Emergency Rescue Personnel

Employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel are permitted unpaid time off, up to 14 days per calendar year, for engaging in fire, law enforcement or emergency rescue training. When taking time off for training or emergency duty you must notify your direct manager in advance, as soon as you know the leave is needed.

An employee who is a health care provider, is required to notify their direct manager and HR at the time they are designated as emergency rescue personnel, and as soon as they learn that they will be deployed for emergency duty, giving as much advance notice as possible.

Civil Air Patrol Leave

Employees who have completed ninety (90) days of service may take time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your direct manager that you may have to take time off for emergency duty. When taking time off under this policy, notify your direct manager as soon as you are called to respond to an emergency operation mission, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the AACI. You may be required to provide documentation of the need for leave.

Day of Impact

AACI offers regular, full-time employees one paid day off each year to volunteer or participate in civic engagement related activities. This floating holiday expires annually and does not accrue or rollover.

Operational Policies

Open-Door Policy

Suggestions for improving AACI are always welcome. At some time, you may have a concern, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your concerns and input are important to us.

If you have a complaint, suggestion or question, speak with your immediate supervisors as soon as possible. If you are not comfortable speaking to your immediate supervisor, please bring the issue to an AACI Human Resources Representative or any other member of management.

Also, if you have raised the issue and if the problem persists, you may present it to an AACI Human Resources Representative, who will investigate and provide a response.

While a written complaint will assist us in investigating your concerns, it is not required that you put your complaint in writing. If you need assistance with your complaint, or you prefer to make a complaint in person, contact an AACI Human Resources Representative.

This procedure, which we believe is important for both you and the Agency, cannot guarantee that every problem will be resolved to your satisfaction. However, AACI values your observations, and you should feel free to raise issues of concern without the fear of retaliation.

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, backpacks, and personal vehicles parked on Agency or client property may be inspected upon reasonable suspicion of unauthorized possession of AACI property, possession of dangerous weapons or firearms, or abuse of the Agency's drug and alcohol policy.

Employees are expected to cooperate in the conduct of any search or inspection.

Records Retention

AACI acknowledges its responsibility to preserve information relating to litigation, audits and investigations. No one may alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Agency and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee).

Each employee has an obligation to contact the COO or CEO to inform them of potential or actual litigation, external audit, investigation or similar proceeding involving the Agency that may have an impact on record retention protocols.

Refer to AACI's *Document Retention and Destruction* Policy for current guidelines regarding document retention and destruction.

Your Employment Records

Updating Your Information

AACI is required by law to keep current all employees' names and addresses. You are responsible for notifying the Agency in the event of a name or address or other contact change. Employees should keep their personnel record accurate, updating any changes via the electronic payroll system.

Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Employees also should inform their manager of any specialized training or skills they acquire, as well as any changes to any required visas.

Your Right to View and Copy

You have a right to inspect or receive a copy of the personnel records that AACI maintains relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Any request to inspect or copy personnel records must be made in writing to an AACI Human Resources Representative. Any designated representative must be authorized by you in writing to inspect or receive a copy of the records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location.

The records will be made available no later than 30 calendar days from the date AACI receives your written request to inspect or copy your personnel records (unless you/your representative and AACI mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

If you request a copy of the contents of your file, you will be charged the actual cost of copying.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, AACI will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Performance Evaluations

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their manager or supervisor. Performance evaluations are generally conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems.

Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to make you aware of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of AACI and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

Corrective Action Procedures for Performance Management

Unsatisfactory performance may subject an employee to discipline. The nature of the discipline imposed will depend on the seriousness of the problem, record(s) of prior performance, or behavior problems, or safety violations. The Agency has the right to determine when disciplinary action is appropriate based on the facts of each case. Forms of discipline include, but are not limited to, verbal counseling, written warnings, suspension without pay, and termination of employment.
Not all available forms of discipline are appropriate to every discipline situation and the Agency is not required to treat each form of discipline as progressive.

Nothing in this section alters the at-will nature of employment with the Agency. The Agency reserves the right to terminate any employment relationship without resort to the above referenced disciplinary procedure.

Audio or Video Recording

Camera Phones/Recording Devices

Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, inappropriate disclosure of patient/client information and protection of proprietary or confidential information, employees may not use any audio or video recording devices while on working time except for legitimate business reasons. You also may not use any audio or video recordings in any work areas that AACI has identified as confidential, secure or private.

When meetings are recorded, either in person, over the phone, or online, all meeting attendees must be notified at the beginning that is being recorded.

The Agency uses or may use video surveillance in public areas only (not in restrooms or changing areas).

Emergency Cell Phone Use

Employees may not use cell phones or other mobile devices containing audio or video recording devices or cameras in the work areas that the Agency has designated as confidential, secure or private.

Notwithstanding these restrictions, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety.

For purposes of this policy, an "emergency condition" is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite, a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

Agency Property

Solicitation, Distribution and Postings

Solicitation and Distribution of Literature

To avoid distractions, employees may not solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. Solicitation of any kind by non-employees on Agency premises is prohibited at all times.

Distribution of non AACI advertising material, handbills, printed or written literature in immediate patient care areas and all other working areas of Agency is prohibited. Distribution of literature by non-employees on Agency premises is prohibited at all times.

Postings on Internal Bulletin Boards

AACI maintains bulletin boards located in Employee breakrooms and other common areas. Bulletin boards are used to provide information to employees concerning internal and Programmatic resources and events.

Employees may not post items on Agency bulletin boards unless the following conditions are met:

- Postings may be made by AACI employees only;
- Postings other than internal Programmatic updates must first be approved by the head of Human Resources;
- Posted items will be dated and will be reviewed or removed at least quarterly.

Computer, Communication and Data Systems Use

This policy is intended to protect the Agency's computer systems and electronic information.

For purposes of these policies, the following definitions apply: "Computers" are defined as desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware and servers, and similar.

AACI also uses various forms of "electronic communication." "Electronic communications" includes e-mail, text messages, chat, telephones, cell phones and other handheld devices (such as cell phones, smart phones, writing tablets or iPads), fax machines, and online services including the Internet.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data, and files.

The following general policies apply:

- Computers and all data transmitted through AACI servers are Agency property owned by the Agency for the purpose of conducting Agency business. These items must be maintained according to AACI rules and regulations. Computers must be kept clean and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any Agency property may be removed from the premises.
- All electronic communications also remain the sole property of AACI and are to be used for Agency business. For example, email messages are considered Agency records.
- Electronic information created by an employee using any computer or any means of electronic communication is also the property of AACI and remains the property of AACI.
- Information stored in AACI computers and file servers, including without limitation patient and client lists, grant data and documentation not first approved for release is the property of the Agency and may not be distributed outside the Agency in any form whatsoever without the written permission of the CEO or designated personnel.
- All workforce members at AACI who may be authorized to access ePHI must comply with applicable laws and AACI’s policies and procedures concerning the privacy and security of ePHI.
- Violation of any of the provisions of this policy, whether intentional or not, will subject AACI employees to disciplinary action, up to and including termination.

Monitoring of Agency Property

AACI reserves the right to inspect all Agency property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. AACI computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Agency reserves the right to access, review and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems and other digital archives and to access, review and monitor the use of computers, software, and electronic

communications to ensure that no misuse or violation of Agency policy or any law occurs. E-mail may be monitored by the Agency and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read or heard by someone other than the intended recipient, even if marked as "private."

Employee passwords may be used for purposes of security but the use of a password does not affect the Agency's ownership of the electronic information or ability to monitor the information. The Agency may override an employee's password for any reason.

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

Prohibited Use

All existing Agency policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with misuse of Agency assets or resources. It is a violation of AACI policy to use computers, electronic communications, electronic information, or the Internet, in a manner that: is discriminatory harassing or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against AACI policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate, Protected Health Information, confidential or sensitive information, or trade secrets outside of AACI beyond permitted uses and disclosures.

The display of any kind of sexually explicit multimedia content, message, or document on any Agency computer is a violation of the Agency's policy prohibiting sexual harassment. This description of prohibited usage is not exhaustive, and it is within the discretion of AACI to determine if there has been a violation of this policy. Employees that engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended to limit the ability of employees to discuss with other employees the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors, or staffing.

Computer and Internet Use

AACI provides computers, electronic communications, electronic information, and information technology resources, including the Internet, to its employees to help them do their job. Generally, these Agency resources should be used for business related purposes. However, the Agency recognizes that occasional personal use of these Agency resources and property may occur during working time. The Agency allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, or tie up printers or other shared resources, or violate any Agency policy, including policies against harassment, discrimination and disclosure of confidential or trade secret information.

This policy is not intended to limit the ability of employees to use Agency email systems to communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workload, supervisors or staffing.

All policies relating to monitoring usage of Agency property apply. AACI reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Remote Access

AACI's guidelines and standards for remote access to AACI's networks, applications and data connections are given the same use and monitoring consideration as on-site network connection and access. Employees who are authorized to work remotely, must review and acknowledge AACI's *Remote Access Policy and Agreement*, and adhere to the rules outlined for remote access.

Agency Cell Phones

Cell phones (including handheld devices and smart phones) may be provided to some employees to assist them in performing their job. Cell phones are Agency property. Data (including web browsing), messages (including voice mail, mobile email, and text messaging), and other stored electronic information is subject to monitoring and employees do not have an expectation of privacy in the use of this Agency property. Agency-issued cell phones are provided for work and not personal use.

Agency cell phones must not be used in any manner that violates any other Agency policy, including safety policies, confidentiality polices, electronic and social media policies, and policies against discrimination and harassment.

Employee-owned Devices

AACI recognizes that occasional use of the employee's own computers (including handheld devices) and electronic communications may occur during working time. The Agency allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time or violate any other Agency policy. All other Agency policies, including the Agency's policy prohibiting discrimination, harassment or retaliation in the workplace apply. AACI reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employer Property

Furniture, cabinets, desks, computers, cell phones, data processing equipment/software, workstations, offices, and meeting areas are AACI property and must be maintained according to Agency rules and regulations. They must be kept clean and are to be used only for work-related purposes. AACI reserves the right to inspect all Agency property including computer or phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Agency property may be removed from the premises.

Agency voice mail and/or electronic mail (e-mail) including texting, pagers and mobile email are to be used for business purposes. AACI reserves the right to monitor voice mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

AACI may periodically need to assign and/or change "passwords" and personal codes for software applications and databases. These communication technologies and related storage media and databases are to be used only for Agency business and they remain the property of AACI.

AACI reserves the right to keep a record of passwords and codes used and/or may be able to override any such password system. Messages on the Agency voicemail and email systems are subject to the same Agency policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

For security reasons, employees should not leave personal belongings of value in the workplace. Terminated employees should remove any personal items at the time they leave AACI.

Off-Duty Use of Facilities

Employees are prohibited from remaining on AACI premises or making use of Agency facilities while not on duty. Employees are expressly prohibited from using Agency facilities, Agency property, or Agency equipment for personal use.

This policy is not intended to limit the ability of employees to use the Agency's email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times.

Guests and Visitors

Guests and Visitors

Individuals visiting AACI premises must check-in with the front desk or reception area and will be issued a temporary visitor pass. No electronic key access will be provided to visitors as they must be escorted by an AACI employee at all times.

Visits from friends and family should be kept to a minimum. AACI reserves its right in its sole discretion to deny a visitor or guest access to nonpublic work areas for reasons including, but not limited to the work environment is not appropriate for a visitor or guest due to safety or other reasons.

Suppliers, Vendors, Delivery Personnel and all non-employees must be issued a visitor pass with the following exceptions:

- Truck drivers will use their bill of lading as an acceptable ID; however, such persons shall not be permitted outside of public areas without being escorted by an AACI employee.
- Delivery personnel (i.e., UPS, Federal Express, water delivery, etc.) will be permitted to make their deliveries to the appropriate areas of pickup or delivery.
- Maintenance and Construction contractors will be permitted to work in their appropriate areas.
- Vendors who are vetted and contractors of record, in all cases, excepting the DV shelter where they sign an NDA, are allowed on property and all areas as necessary to complete their task described in their contracts.

Children

AACI does not provide childcare on the premises for employee’s children. Should employees bring their child to work due to an emergency situation, they must inform their managers in advance and obtain approval. If approved, it is the sole responsibility of the employee to ensure the child is supervised at all times and that the employee is still able to carry out the responsibilities of their job.

Under no circumstances may children provide work for the Agency, unless the child is hired as an employee pursuant to Agency policies.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunchrooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Employees must also follow all COVID-19 safety and policies and procedures at all times.

Standards of Conduct

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal, economic or romantic involvement with a competitor, supplier, vendor, funder, or subordinate employee of AACI, which impairs an employee's ability to exercise good judgment on behalf of the Agency, can create an actual conflict of interest.

It is AACI's policy that all workforce members: employees, contractors, consultants, other contingent workers and anyone acting on behalf of AACI to act lawfully, honestly, ethically and in the best interests of the agency while performing duties on behalf of AACI. Additionally, all parties shall observe the highest standards of ethics and integrity in their conduct.

Employees and others acting on behalf of AACI should not have interests in outside businesses which conflict or appear to conflict with their ability to act and make independent decisions in the best interest of AACI. AACI prohibits outside employment (including self-employment) that conflicts with employment at AACI, impacts the Employee's work performance or schedule, and/or affects AACI's business interest.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding a financial interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Agency, by any employee who is in a position to directly or indirectly influence either the Agency's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with the Agency;
- being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Agency or which competes with the Agency; and/or
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Agency.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Agency. Failure to disclose conflicts or potential shall constitute grounds for disciplinary action.

Refer to AACI's *Code of Conduct and Conflict of Interest* policy - provided annually to all workforce and board members, for details of these requirements.

Gifts and Gratuities

Employees are also discouraged from accepting any gifts from funders, vendors, or partners or other person doing business with AACI because doing so may give the appearance of influencing business decisions, transactions or service. Please discuss expenses paid by such persons for business meals or trips with the Agency in advance. Occasionally, AACI will receive

donated tickets to games or special events which are for the benefit of AACI's employees and are distributed by the Resource Development Department in an equitable manner. All such donations should be sent to Resource Development for reporting.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, promotional items of nominal or minor value.

Employee Relationships

Hiring Relatives

Relatives of employees may be eligible for employment with AACI only if individuals involved do not work in a direct supervisory relationship, or in job positions in which there is a conflict of interest. The Agency defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

Present employees who become related, marry, become registered domestic partners or enter into an intimate relationship, will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

The Agency generally will attempt to identify other available positions, but if no alternate position is available, the Agency retains the right to decide which employee will remain with the Agency.

Disclosure of Work Relationships

Any supervisor, manager, executive or other Agency official in a sensitive or influential position with AACI must disclose the existence of a romantic or sexual relationship with any another co-worker. Disclosure may be made to the individual's immediate supervisor or the head of Human Resources.

When a conflict-of-interest or potential risk is identified, the Agency generally will attempt to consider options for resolving the conflict-of-interest and identify other available positions, but if no alternate position is available, the Agency retains the right to decide which employee will remain with the Agency.

Prohibited Relationships

All AACI workforce members, volunteers, subcontractors and Board members are prohibited from romantic or sexual relations with any client, patient, recipient or beneficiary of AACI services.

Such interactions compromise and detract from the goals of improving health and well-being and may exploit the vulnerability of the client, patient, recipient or beneficiary. As well as impact the ability to make objective judgments about the client, patient, recipient or beneficiary's care, and ultimately be detrimental to their well-being.

AACI workforce members should not provide AACI care and services to members of their immediate families.

Confidential Information

All employees are responsible for safeguarding confidential information obtained during employment.

In the course of your work, you may have access to proprietary or confidential information regarding AACI's business (such as financial data, research and development, marketing, business plans or strategies, suppliers, business partners or Clients, Patients and Recipients). Depending on your role, you may also work directly with clients and/or may have access to clients' Protected Health Information and other confidential records. This information and records may be protected by state and federal regulation.

You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties or as required by law. Access to, or disclosure of, confidential information should be on a minimum necessary need-to-know basis.

All workforce members at AACI who may be authorized to access ePHI must acknowledge that they will comply with applicable laws and AACI's policies and procedures concerning the HIPAA privacy and security of ePHI. Workforce Members include administrators, staff, interns, volunteers, independent contractors and others who may have access to health information in connection with their work, including research.

Employees are provided and are required to acknowledge AACI's Confidentiality Agreement annually and receive regular training on HIPAA privacy and security.

Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Agency may be subject to disciplinary action up to and including termination.

This policy does not prohibit employees from disclosures to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed.

See also AACI's *HIPAA Sanction Policy* distributed to employees.

Lobbying and Political Activity

Many employees participate in political activities on their own time. Agency time, facilities, property or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities.

You must not, through your own actions, speech, contributions, or written communication, mislead others to believe that AACI endorses or opposes any candidates for political office.

You must not attempt to influence legislation through communications with covered officials, that refer to specific legislation and state a point of view on that legislation, while on work time or on behalf of AACI.

While on work time or on behalf of AACI, you may not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office or induce or encourage violations of law or public policy, or to take any other action inconsistent with IRC Section 501(c)(3). Under this legislation, no political campaign activities are permitted.

General communications that include discussions of broad social and economic impact of a position that is officially endorsed by AACI are permissible. Please contact your Director, or the Director of Advocacy for more detailed information on what is permitted.

Agency employees are entitled to their own personal position. The Agency will not discriminate against employees based on their lawful political activity engaged in outside of work.

Conducting Personal Business

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

Customer Relations

Employees are expected to be polite, courteous, prompt, and attentive in their interactions with an AACI patient, client or recipient.

When an employee encounters an uncomfortable situation that they do not feel capable of handling, they should contact a manager immediately. If a problem develops or if a customer remains dissatisfied, we expect and encourage employees to bring it to the attention of a manager.

Prohibited Conduct

Employees are expected to conduct themselves in a manner to further the Agency's objectives, and values. The following conduct is prohibited and will not be tolerated by AACI. This list of prohibited conduct is not a complete list and is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Agency operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsifying employment records, employment information, or other Agency records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any Agency property, or the property of any employee or customer;
- Removing or borrowing Agency property without prior authorization;
- Unauthorized use or misuse of Agency equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Agency property;
- Participating in horseplay or practical jokes on Agency time or on Agency premises;
- Carrying firearms or any other dangerous weapons on Agency premises;
- Causing, creating or participating in a disruption of any kind during working hours on Agency property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using abusive, threatening or intimidating language at any time on Agency premises;
- Violation of Agency punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to obtain permission to leave work for any reason during normal working hours, not including meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than three minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned overtime;
- Violation of dress standards;
- Violation of any safety, health, security or Agency policy, rule or procedure;
- Violation of the Agency's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the Agency's anti-harassment or equal employment opportunity policies; and

- Failing to promptly report work-related injury or illness.

This statement of prohibited conduct does not alter the Agency's policy of at-will employment. Either you or AACI remain free to terminate the employment relationship at any time, with or without reason or advance notice.

Whistleblower Protection

AACI will investigate suspected fraudulent or dishonest use or misuse of AACI's resources or property by any workforce member, board member, contractor or consultant.

All employees are required to report suspected fraudulent, dishonest or illegal conduct and must immediately report any suspected or actual loss, fraud, embezzlement, or similar misuse of agency funds or property, as well as any suspicious persons or activity.

Employees who know about irregularities, suspicious persons or activity and fail to report them may face disciplinary action.

Employees who do report may protected under Whistleblower Protection laws. A "whistleblower" is an employee who reports information to a government or law enforcement agency; someone with authority over the employee; another employee with authority to investigate, discover, or correct the violation or noncompliance; or a public body conducting an investigation, hearing, or inquiry; that the employee reasonably believes reveals one or more of the following

- A violation of a state or federal law;
- A violation or noncompliance with a local, state, or federal rule or regulation; or
- Unsafe working conditions or work practices related to employee safety or health.

A whistleblower can also include employees who refuse to participate in activities they believe are fraudulent, or illegal conduct.

Employees may use any of the following options to make a report:

- Contact the CFO or the Chair of AACI's Board Finance Committee
- Contact a Human Resource representative or any other administrative employee tasked with performing workplace investigations, through appropriate means of communication.
- Employees may also utilize AACI's Ethics and Compliance reporting hotline.

AACI will not retaliate against an employee who makes a disclosure in good faith in compliance with this policy or participates in an investigation of a protected disclosure or is perceived to have made a disclosure or participate in an investigation. The agency will also not tolerate or permit retaliation by management, employees or co-workers.

See also AACI's *Code of Conduct and Conflict of Interest* policy

Dress Codes and Other Personal Standards

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Avoid clothing that can create a safety hazard.

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms, specific clothing or safety equipment. Employees should contact their supervisor or manager for specific information regarding acceptable attire for their position.

Because each work area and program have unique needs, managers should communicate any department-specific workplace attire and grooming guidelines to staff members during new-hire orientation and evaluation periods. Any questions about the department’s guidelines for attire should be discussed with the employee's immediate manager.

Any dress and attire policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state or local law. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact an AACI Human Resources representative to discuss the need for accommodation.

Drug-Free and Alcohol-Free Workplace

It is the intent of AACI to maintain a workplace that is free of drugs and alcohol. We believe the use of alcohol, marijuana, illegal drugs or controlled substances by our employees can adversely affects our commitment to provide quality services.

AACI has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for AACI while on Agency worksites, while on Agency business, (whether or not on Agency premises) or while representing the Agency. Compliance with this policy is a condition of employment at the Agency.

Prohibited Conduct

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol or marijuana while on the job (including the illegal use of prescription drugs and possessing drug paraphernalia)
- Manufacture, solicitation, theft, transfer, purchase, sale, distribution or illegitimate dispensing of an illegal or controlled substance, alcohol or marijuana while on the job.

Additionally, employees and other individuals who work for the Agency are prohibited from reporting to work or working while they are using or under the influence of any substances which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of medical marijuana.

Employee Responsibility

Employees must notify the Agency within five calendar days if they are convicted of a criminal drug violation in the workplace. When required by law or pursuant to contractual obligation, the Agency will inform any government agencies with whom the Agency has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace within ten (10) days of notification.

Any employee who violates the Drug-Free and Alcohol-Free policy described above shall be subject to discipline up to and including immediate termination.

Drug-free Awareness

In order to maintain a drug-free workplace, the Agency has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation and employee assistance programs and the penalties that may be imposed for violations of our drug-free workplace policy.

If you and/or a co-worker are struggling with drug or alcohol problems, help services are available through AACI's Employee Assistance Program or The Substance Abuse Treatment Locator: (800) 662-HELP or www.findtreatment.samhsa.gov.

In the discretion of the Agency, any employee who violates the Drug-Free and Alcohol-Free workplace policy may be required, in connection with or in lieu of disciplinary sanctions, to participate to the Agency's satisfaction in an approved drug assistance or rehabilitation program. ACCI is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol or marijuana use.

The Agency maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. Employees desiring such assistance should request treatment or rehabilitation leave. However, employees may not request an accommodation to avoid discipline for a policy violation.

We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Agency employee, including themselves.

Smoking

Smoking is prohibited at all AACI worksites (whether or not on Agency premises) as well as within 30 feet of main entrances, exits, and operable windows and, in all Agency vehicles.

The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Only contact people designated by the CEO or the Director of Development and Marketing may comment to news reporters on AACI policy or events relevant to AACI.

If you receive such a contact, you should not speak on behalf of the Agency and should refer any call requesting the Agency’s position to the CEO or the Director of Development and Marketing.

This policy does not limit your right to discuss the terms and conditions of your employment, or to try and improve these conditions.

Off-Duty Conduct

While AACI does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the Agency's legitimate business interests.

Off-duty conduct by an employee that directly conflicts with the Agency's essential business interests and disrupts business operations will not be tolerated.

Other Employment

The Agency recognizes that employees may seek additional employment during off hours, but expects, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employee’s ability to effectively perform their duties.

Employment that directly conflicts with the Agency's essential business interests and disrupts business operations is prohibited. If you wish to engage in additional employment that may create a real conflict of interest, you must fill out the *Conflict of Interest and Code of Conduct Policy Acknowledgement* form explaining the details of the additional employment.

Punctuality and Attendance

As an employee of AACI, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, your assigned work must be performed by others.

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

If you are unable to report for work on any particular day, you must provide reasonable advance notice to your supervisor before the time you are scheduled to begin working for that day. You must inform your supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence.

Excessive absenteeism or tardiness, providing false information or abuse of leave laws will not be tolerated. Generally, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, AACI will consider that you have voluntarily abandoned or quit your employment.

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

Social Media

AACI uses social media in limited circumstances for defined business purposes. Social media and networking sites aid in the facilitation of interaction between people online. Use of Internet based programs such as Facebook, Linked In, and Twitter (as examples) may be used in furtherance of Agency goals. However, only authorized individuals are allowed to speak/write in the name of AACI using the social media accounts and tools on behalf of the Agency, it's programs and services.

Your Department Director will determine if you are authorized to use social media tools to perform your job duties. Authorized individuals using the Agency social media tools shall identify themselves honestly, accurately and completely and comply with all Agency policies in using this media.

Your authorization is limited to business purposes. Personal use of these Agency social media accounts and tools or programs is prohibited and can result in discipline up to and including termination. All policies relating to monitoring usage of Agency property apply.

Personal Use of Social Media

AACI respects the right of any employee to maintain a blog or web page or to participate in a social media or networking, platforms. Employees can use their own personal devices to engage in personal social media sites during non-working times, such as breaks and meal periods; however, all other Agency policies against inappropriate usage, including the Agency's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential and trade secret information apply.

All rules regarding Protected Health Information, confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, or similar sites. Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Agency and also expresses either a political opinion or an opinion regarding the Agency's actions that could pose an actual or potential conflict of interest with the Agency, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Agency's position.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, or similar site.

Agency policies apply equally to employee social media usage. Failure to follow these guidelines may result in discipline, up to and including discharge.

Background Checks

AACI reserves the right to conduct background investigations to the extent permitted and in accordance with applicable law. Your job offer is contingent upon a clearance.

Due to AACI's contracts with federal and state agencies, additional background reference resources, such as the Office of Inspector General and Medicaid list of excluded providers, may also be used. Such resources will be reviewed periodically during the course of employment with AACI. Employees who are subject to additional background screening will be notified upon commencement of their employment or at the time of promotion if their position requires additional background investigation.

It is AACI's policy that all employees, independent contractors, interns, and volunteers initiate a Live Scan fingerprinting background process to request criminal offender record information before beginning work with AACI.

Live Scan is digital fingerprint submission transmitted electronically to the California Department of Justice (DOJ) that provides both state of California and Federal Bureau of Investigation (FBI) fingerprint-based background checks. For general questions regarding the fingerprint background check process and other criminal history related matters, applicants may contact the DOJ by email at: applicantinfoservices@doj.ca.gov.

Safety and Health

Health and Safety

The health and safety of employees and others on Agency worksites are of critical concern to AACI. The Agency intends to comply with all applicable health and safety laws.

To help us maintain a safe workplace, all employees must be safety-conscious. We rely upon employees to ensure that work areas are kept safe and free of hazardous conditions.

Employees are required to:

- Be conscientious about workplace safety, including proper operating methods
- Familiarize themselves with safety rules and guidelines
- Report hazards, potential hazards or unsafe work conditions to your manager
- Report all work-related injuries or illnesses to your manager and an AACI Human Resources representative.

Periodically, the Agency may issue rules and guidelines governing workplace safety and health, such as required vaccinations or wearing of protective equipment. The Agency may also issue department or work area specific protocols, procedures, rules and guidelines. All employees should familiarize themselves with these rules and guidelines, as compliance is expected.

Injury and Illness Prevention Program

AACI maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is provided to new hires and is available for review by employees and/or employee representatives by request and when updated. Periodically, the Agency may issue rules and guidelines governing workplace safety and health. The Agency may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Security

AACI has developed guidelines to help maintain the safety and security of employees, visitors, patient information and agency property. The security of facilities as well as the welfare of our employees depends upon the alertness of every individual to potential security risks.

Identification Badges and Keys

All workforce members are required to wear an Agency issued identification (ID) badge while at work.

The ID badge is also your electronic key to enter AACI premises and secured areas as needed. Everyone is required to wear an ID badge in plain view while on AACI worksites.

If your identification badge or any agency key or access token is lost or stolen, you must obtain a replacement. Lost or stolen badges should be reported to facilities as soon as possible.

Upon termination, employees will be required to turn in ID badges and keys to the Human Resources department as part of the exit interview. These items will be returned to Facilities.

Visitor Check In

Individuals visiting AACI premises must check-in with the front desk and will be issued a temporary visitor pass. No electronic key access will be provided to visitors as they must be escorted by an AACI employee at all times.

General Security Guidelines

- When entering secured areas, ensure the door closes behind you before proceeding to your work area. A badge key must be used to enter badge secured areas, do not prop open badge accessed doors.
- Doors should never be propped open, especially during off-hours and exterior doors. Employees who find a door propped open should shut it immediately and notify Facilities of the incident.
- Notify the front desk or reception personnel of planned visitors, interviews and meetings with non-employee attendees.
- Offer assistance to unescorted, unfamiliar persons in locating their destination or if the person says they are in the wrong place, escort them to the lobby or exit.
- When called away from your work area, log out of client & patient health records or employee data records.
- Secure your desk or office at the end of the day, remove personal, client and patient-related items from conference rooms, and shared workspaces. Do not leave valuable and/or personal articles in or around your workstation that may be accessible.

Workplace Violence

AACI is strongly committed to providing a safe workplace and will promptly respond to threats, acts of violence and acts of aggression that occur in the workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Agency and personal property. We specifically discourage employees from engaging in any physical confrontation with a violent or potentially violent individual. We expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Prohibited Behavior

Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

Threats, threatening language or any other acts of aggression or violence made toward or by any Agency employee will not be tolerated. A threat includes, but is not limited to, any indication of intent to harm a person or damage Agency property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Agency premises. Possession of non-work-related weapons on AACI premises shall constitute a threat of violence.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to an AACI Human Resources representative or any member of management with whom the employee feels comfortable.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for the Agency to be aware of any potential danger in its workplaces. Indeed, the Agency wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Threats from a client, patient or community member must be reported immediately to your direct supervisor who will assist in the correct response protocol for your department.

All individuals who obtain a protective or restraining order which lists Agency locations as being protected areas must provide Human Resources with a copy of the petition and declarations used to seek the order, and a copy of any temporary protective or restraining order.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, you are expected and encouraged to report any incident which may be threatening to you or your co-workers or any event which you reasonably believe is threatening or violent.

If an investigation confirms that threat of a violent act or violence itself has occurred, the Agency will take appropriate corrective action. Anyone, regardless of position or title, whom the Agency determines has engaged in conduct that violates this policy, including retaliation, will be subject to discipline, up to and including termination.

Driving Requirements

From time to time, you may be required to drive as part of your job. For your own safety and the safety of others, if you are asked to drive on Agency business, the Agency requires that you have a valid and current driver’s license and that you carry legally mandated automobile insurance. Prior to beginning any business-related travel, you must notify your manager if you do not have a valid and current driver’s license or automobile insurance so that your manager can make other travel arrangements. This policy does not apply to your regular commute to work.

If an employee is required to drive as part of their job, AACI retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Agency's policy.

No employee may operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. In addition, no employee may operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device. Please refer to the *Prohibited Device Use While Driving* policy in this handbook.

License and Insurance Required

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

Driving Records

AACI participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job.

Prohibited Device Use While Driving

Texting or email while driving is prohibited at all times. Employees must use a “hands-free” device when using a cell phone while operating a motor vehicle for work.

In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving an Agency-owned vehicle or while driving a personal vehicle while on Agency business, including:

- Using cell phones for texting, emailing or video conferencing
- Operating laptops, tablets, portable media devices or hand-held radios
- Setting or adjusting a GPS device

State law and AACI policy requires use of “hands free” devices while driving. If your job requires that you keep your cell phone or other wireless communication device turned on while you are driving, you must use a hands-free, voice-operated device at all times. Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Drivers must pull over safely to the side of the road or another safe location before checking messages, returning calls, text messaging or engaging in video conferencing.

Ending Employment

Employee References

Please refer all requests for references and confirmation of employment to the Human Resources Department. No other manager, supervisor, or employee is authorized to release references for current or former employees.

The Agency will provide general information concerning former employees such as dates of employment, and positions held. Requests for reference information must be in writing.

Regarding prior employment verification, employees and members of management are prohibited from conducting employment verifications for current and former employees. All requests for employment verification must be forwarded to HR.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at AACI or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law).

Although not required, as employment is at-will, we ask that you provide us with at least two weeks advance notice of departure. Your thoughtfulness will be appreciated.

Return of Property

All Agency property including, but not limited to, keys, identification badges, security cards, parking passes, laptop computers, computer peripheral and components, uniforms, and credit cards, must be returned immediately at termination of employment. To the extent permitted by law, employees will be required to repay the Agency for any lost or damaged Agency property.

Confirmation of Receipt

Acknowledgement of Policies and Receipt of Handbook

Acknowledgment of At-Will Employment Status

I understand and agree that nothing in the employee handbook creates or is intended to create a promise of continued employment and that employment at AACI is employment at-will. I acknowledge that either The Asian Americans for Community Involvement of Santa Clara County, Inc. (“AACI”) or I may end the employment relationship between us at will, at any time, without notice, and without cause.

I understand that no representative of AACI other than the President/ CEO and/or the Head of Human Resources has the authority to change this at will relationship, and any such charge must be in writing and signed but either the President/CEO or the Head of Human Resources.

Acknowledgment of Receipt of Personnel Handbook

I have received my copy of AACI's employee handbook. I understand and agree that it is my responsibility to read and comply with the policies and procedures contained in the handbook.

Because the Agency's operations may change, I understand that except for employment at-will status, the policies, procedures, working conditions and benefits described in it are subject to change at the sole discretion of the Agency at any time.

Employee's Signature_____

Employee's Printed Name _____

Date _____

The signed copy of this acknowledgment should be given to Human Resources - it will be filed in your personnel file.

This manual and the policies and procedures contained herein supersede any and all prior handbooks, representations, or statements regarding the terms and conditions of your employment with AACI.