



Investing Together. For Good. For Ever.

Ventura County Community Foundation

www.vccf.org

Employee Handbook Policies and Practices

Values under separate cover.



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EMPLOYMENT BASICS

VCCF has a reputation of highest integrity in its philanthropic activities. Adherence to these ethical standards is expected of all employees.

VCCF has established these personnel policies to set forth its policy with regard to the employment of all persons and to assure compliance with all federal and state laws and regulations. This handbook does not constitute an expressed or implied contract. None of these policies is intended to interfere with employees' rights protected by Section 7 of the National Labor Relations Act or other federal or state law to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers, or to bring such issues to the attention of management at any time.

This handbook supersedes any prior handbook, verbal or written policy or procedure that may conflict with its provisions. We reserve the right to modify or change any of the policies or procedures contained in this handbook as necessary. Any changes will be in writing. No oral statements, representations, conduct or practices of any officer or employee of VCCF will modify any of these policies.

Administration

The President & CEO is responsible for administering the personnel policies. This handbook has been developed through the Personnel Committee, a subcommittee of the Administration & Finance Committee. It has been approved by the board of directors as the most current outline of VCCF policies and procedures as they relate to employees. Efforts will be made to ensure that all employees are notified of changes but it is the employee's obligation to make sure they are aware of VCCF policies and procedures as they relate to job responsibilities and the work of VCCF.

Written Policies and Regular Employees

An employee of VCCF is a person on the regular VCCF payroll at any site described as doing business for VCCF. Persons working under contract as consultants or as participants in training programs and volunteers are not included as regular employees for the purposes of this document. All regular full and part-time employees shall receive a copy of the written personnel policies and a briefing when hired. Independent contractors, consultants or other persons who are not regular employees may be subject to certain policies and procedures of this handbook.

Introductory Period

You are considered an introductory employee during your first six months of employment with us. During this period, we will evaluate your work attitude, attendance, performance and ability to work with other employees and supervisors.

When you have satisfactorily completed your introductory period, you will become a regular (full or part-time) employee. Completing your introductory period does not alter your at-will employment status. You retain the right to terminate your employment at any time, with or without cause or notice, and we have a similar right throughout your employment with us.

Unspecified Term of Employment

All employees are hired for an unspecified term and are “at-will” employees. VCCF reserves the right to discharge any employee, any time for any reason, with or without cause. Similarly, employees need not give notice of their departure and may end their employment at any time. This at-will employment relationship may not be changed except in writing signed by you and the President & CEO of VCCF.

Separation from Employment

Disciplinary action may include verbal counseling or warning, written counseling or warning, probation, performance improvement periods, demotion, administrative leave, suspension or termination. These disciplinary methods may be used at any time, in any order, in our sole discretion. This policy is not a promise or guarantee that a specific course of discipline will be administered in any case or in every case, or that any lesser form of discipline will be implemented prior to termination.

Employment with VCCF is an “at-will” relationship. The employment of any employee can be terminated with or without cause and with or without notice at any time at the option of either VCCF or the employee.

Terminated employees will be given a notice of their unemployment benefit rights and final pay on the date of termination.

All VCCF property such as keys, computers, tools, equipment, etc. must be returned by the separating employee on or before the employee’s last actual day of work for VCCF.

Employee Classification

Non-exempt Employee - A non-exempt employee is paid on the basis of hours worked per pay period and receives compensation for overtime. Non-exempt employees must follow the timekeeping procedures set forth in this handbook. All employees are non-exempt unless notified otherwise by management.

Exempt Employee – An exempt employee is one whose wages and duties are not covered by certain wage and time requirements of federal and state regulations. An exempt employee does not receive overtime and does not follow the same time card procedures as a non-exempt employee. Exempt employees will be notified of their exempt status by the President & CEO.

Full-Time Employees - Regular full-time employees are regularly scheduled to work at least 30 hours in a work week. Regular full-time employees are entitled to all VCCF -sponsored benefits described in this handbook, as specified by our current carriers or as required by law.

Part-Time Employees - Regular part time employees are regularly scheduled to work less than 30 hours in a work week. Regular part-time employees will/will not be eligible for some of VCCF sponsored benefits described in this handbook, as required by law.

Hours of Work

Our work week begins at 12:01 a.m. on each Monday and ends at midnight on the following Sunday. VCCF is open to the public from 9:00 AM to 5:00 PM, Monday through Friday. We do at times shift work schedules to accommodate events.

Meal Periods

Non-exempt employees are entitled to take an unpaid meal period of thirty (30) minutes whenever you work more than five hours. This meal period should commence before you have completed five hours of work. You are entitled to take a second unpaid meal period of thirty (30) minutes whenever you work more than ten hours. This meal period should commence before you have completed ten hours of work.

You must record the beginning and the end of your meal period on your time sheet. If you perform any work for any reason during your meal period, you must record it on your time sheet so that you can be paid for your time. Working off-the-clock during any meal period is strictly prohibited. If your work shift will be six hours or less, or you work more than ten but less than twelve hours in one shift and have already taken your first meal period of the day, the law permits you to waive your meal period at your option. If this circumstance occurs, or if you choose not to take the meal period(s) we have provided to you, you must note that you voluntarily waived your meal period on your time sheet.

You are entitled to leave the premises for your meal period. You may not skip your meal period in order to work unauthorized overtime, to come in late or to leave early without the prior approval of your supervisor. You may not extend the time you have available to you for a meal period by combining meal periods or by adding rest periods to a meal period.

If you are unable to take a desired meal period in a timely manner for any reason, let your supervisor or Human Resources representative know immediately so that we can work with you to ensure that your meal periods are always available to you. You may raise any concerns about your ability to take your meal periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated meal periods each day of work.

Exempt employees are entitled to take meal periods at reasonable intervals as needed. If your workload prevents you from taking meal periods, let your supervisor or Human Resources representative know immediately so that we can address the situation.

Rest Periods

Non-exempt employees are entitled to take a paid ten-minute rest period for each 4-hour work shift or major portion of 4 hours (i.e., more than 2 hours), except that employees whose work shift will end in 3.5 hours or less are not entitled to a rest period. Rest periods are provided as follows: (1) employees working between 3.5 hours to 6 hours are entitled to take one rest period of ten minutes; (2) employees working shifts from 6 hours to ten hours are entitled to take two rest periods of ten minutes each, and so on.

Your rest period should be taken in the middle of your 4-hour work period whenever possible. You may not extend the time you have available to you for a rest period by combining rest periods or by adding rest periods to a meal period.

If you are unable to take a rest period in a timely manner for any reason, please discuss it immediately with your supervisor or Human Resources representative so that we can work with you to ensure that your rest periods are always available to you. You may raise any concerns about your ability to take your rest periods at any time without fear of retaliation; it is our intent that you be able to take all of your designated rest periods each day of work.

Exempt employees are entitled to take rest periods at reasonable intervals as needed. If your workload prevents you from taking rest periods, let your supervisor or Human Resources representative know immediately so that we can address the situation.

Lactation Accommodation

If you are a nursing mother, you are entitled to a reasonable amount of break time to express milk in private in an area designated by the Company. You should use your regular rest periods for this purpose. We will not discriminate or retaliate against you based upon your lactation needs or activity.

Absences

We count on you to be present at work during your assigned shifts, unless you have been excused or there is an emergency or unexpected illness or injury. Your absence will be considered 'excused' only if you have received prior approval from your supervisor to use your available leave time to cover your absence.

If you will be unexpectedly absent for any or all of a work day for any reason, you must notify your supervisor at least 30 minutes prior to your starting time. If your supervisor is not available, you must communicate with Human Resources representative.

If you are absent more than one day, you must provide the same notice each day of the absence, unless there has been previous approval of a specific date for return to work. If you are absent for three consecutive days without proper notification, we will assume you have voluntarily resigned your position.

We may require a doctor's certificate for any absence due to illness or injury. We also may require a doctor's certification that you have been released to return to work before you are permitted to return after an illness or injury.

You should not automatically assume that an absence is permissible merely because you have sufficient paid time off benefits available to cover all or a portion of your absence. We may determine that your absences are excessive if, based upon all the facts and circumstances; it is found to be disruptive to VCCF, your co-workers or our customers or to cause an undue hardship to VCCF.

Tardiness

VCCF expects you to arrive at your regularly scheduled time and return promptly after any meal period. Consistent tardiness is subject to disciplinary action.

Overtime

Business circumstances may require that employees work overtime hours, and we expect you to do so when called upon unless there are exceptional circumstances.

Non-exempt employees will be paid for overtime hours worked as required by applicable law. Generally, this means that you will earn overtime pay at the rate of time-and-a-half your usual rate for hours worked over eight (8) in one workday, over forty (40) in one workweek, and for the first eight (8) hours of work on the seventh day of work in the same workweek. You will receive overtime pay at the rate of double-time for hours worked over twelve (12) in one workday, and for all hours worked in excess of eight (8) hours on the seventh workday in the same workweek. Only hours actually worked are counted toward overtime.

All overtime must be authorized in advance by your supervisor and must be approved by your supervisor on your time sheet. If you work unauthorized overtime, you will be paid for your time, but you will also be disciplined or terminated for doing so.

Make-up Time

You may be entitled to make up requested time off in certain circumstances, without incurring reductions to your accrued personal time or vacation days. If you desire to take off a few hours during a workweek for personal reasons, you may request via email to your supervisor, to make up the time off on another day(s) during the same workweek. Approval of such requests is within the complete discretion of your supervisor.

You may not work more than 11 hours in any one workday, or more than 40 hours in any one work week. If you work approved make-up time, you will be paid for your missed hours without having to apply any accrued paid time off, and you will not receive overtime pay, even if the work would otherwise create an overtime situation.

Compensation and Pay Ranges

Compensation levels are set by the President & CEO, in accord with the approved annual budget and within guidelines adopted by the board of directors, as reviewed through the Administration and Finance Committee. Individual staff positions are compensated consistent with these approved pay ranges, again approved by the VCCF board of directors, which provides opportunities for growth in pay for employees within their current responsibilities. Upper limits regarding pay per position reflect relative ranges of compensation throughout the staff and upper limits for specific job responsibilities; staff can indeed get paid more than the approved range but only with increased responsibilities and promotion. An employee in good standing can continue to be paid at the top of their range and earn additional compensation in the form of a discretionary bonus but his/her salary would remain within the range appropriate for the position. Pay ranges will be reviewed periodically and adjusted by board action as changes in the local labor market warrant.

Pay Period

Salaries are payable semi-monthly and checks are issued on the 15th and the last day of the month for work conducted the preceding period. Our pay periods are from the 9th to the 23rd of the month and from the 24th of the month to the 8th of the next month. If the 15th or the last day of the month falls on a Saturday or Sunday, payday will be the preceding Friday. If the 15th or the last day of the month falls on a holiday, payday will be the preceding business day.

You may choose to have your paycheck deposited automatically into your checking or savings account. If you do so, please provide VCCF with that information, which we will retain on a confidential basis.

Payroll Deductions

We will not deduct any amounts from your paycheck unless required by law or authorized in writing by you.

Payroll Errors

Any necessary corrections will be made as soon as possible. If payroll errors result in an overpayment to you, you must promptly reimburse us for that overpayment.

Time Records

Unauthorized use of or tampering with the timekeeping system, marking another employee's time record (even with that employee's permission), allowing another employee to mark your time record or writing on your or another employee's time record is prohibited.

You will be paid only for time recorded by the Time Clock Plus system and for other authorized time off. If you have any questions or problems, please discuss them immediately with your supervisor.

Temporary Employees

Temporary employees are those employed to perform specific functions for a defined period of time on a regularly scheduled basis. Temporary employees receive no VCCF-sponsored benefits other than those required by law.

Contract Employees

Contract Personnel are not considered employees of the corporation for purposes of these personnel policies. Contract personnel may be hired by VCCF for specific jobs. Self-employed contract persons must provide proof of self-employment. They are obligated to pay a self-employment tax and to file quarterly income-tax statements.

Performance Evaluation

Your work performance will be evaluated at the completion of the introductory period. All future evaluations will be done on an annual basis usually coinciding with a salary review, or as otherwise needed. The work performance review will relate the position's factors to your performance of the assigned tasks. Standardized performance evaluation factors have been identified and a copy of those factors will be given to you; employees will also be evaluated against annual goals and objectives, which have been agreed to by both the employee and the supervisor. During the annual performance evaluation, each category will be reviewed and the Supervisor's evaluation of your performance in each category will be discussed. Supervisors may ask you for a self-assessment prior to the written evaluation process; this is an opportunity for you to review your performance, the goals and objectives set for your position and the successes and shortfalls against those goals. Measurable goals for improvement will be established so that you will be able to identify your weaknesses and strengths and measure your progress. Performance evaluation forms should be signed by you and ample space will be available for your written comments, if any. A positive performance evaluation or wage increase does not change your at-will employment relationship with VCCF. All salary reviews are subject to the approved levels of compensation set by the board of directors, and approved by the President & CEO and the direct supervisor. The outcome of your performance review and any compensation adjustment you may receive will not alter your status as an at-will employee.

POLICY STATEMENTS

Equal Employment

The Ventura County Community Foundation provides equal opportunities to all qualified applicants and employees without regard to actual or perceived race, religious belief (including dress or grooming practices), color, sex, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by law.

We will reasonably accommodate the known physical or mental disabilities of an otherwise qualified applicant or employee, unless undue hardship would result. If you require accommodation to perform the essential functions of your job, please contact the Human Resources representative to notify us of your disability and to describe the accommodations you believe are necessary to enable you to perform your job duties. We will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to VCCF.

Personnel Policy Review

The Ventura County Community Foundation Administration & Finance Committee, through its Personnel subcommittee, and the President & CEO will review VCCF Personnel Policies periodically.

Harassment/Sexual Harassment

VCCF is committed to maintaining a harassment-free work environment. We prohibit sexual harassment, and harassment based on actual or perceived race, religious belief (including dress or grooming practices), color, sex, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by federal, state or local law or ordinance or regulation.

This policy is intended to serve as a workplace rule that sets the standard of expected behavior for all employees and various third parties while in the workplace. VCCF will not tolerate harassment or discrimination of any kind, either against co-workers, independent contractors, customers, or any other outside person(s) having contact with VCCF.

Harassment includes verbal, physical and visual conduct where:

1. Submission to the conduct is made either an explicit or implicit condition of employment or business, service or professional relationship;
2. Submission or rejection of the conduct is used as a basis for an employment decision or decision affecting the terms of a business, service or professional relationship;
3. The harassment interferes with a work performance or creates an intimidating, hostile or offensive work environment. It can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, email messages, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings or cartoons based upon sex, race, color, national origin, religion, age, physical disability, mental disability, medical condition, ancestry, marital status, sexual orientation, family care or medical leave status, veteran status or any other basis protected by law; or
4. Retaliation is taken against an individual for reporting or threatening to report harassment.

Sexual harassment, in particular, refers to all of the prohibited conduct described above, as well as unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and other unwelcome sexual comments or advances. Sexually harassing conduct may occur between members the same gender as well as those of the opposite gender. Sexually harassing conduct need not be motivated by sexual desire.

Reporting Harassing Conduct

If you believe you have been harassed or have witnessed an incident of harassment, please submit an oral or written complaint to one's immediate supervisor, the Human Resources representative, VCCF's President & CEO, Board Chair or head of the VCCF Personnel Committee as soon as possible after the incident. Your complaint should include details of the incident(s) and the names of the individuals and witnesses involved. We will promptly and thoroughly investigate your complaint.

All personnel must fully cooperate in the investigation process. You may not discourage or prevent any harassment victim from using our complaint procedure to report harassing conduct, or discourage or prevent any witness from participating in the investigation.

If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by VCCF to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. A VCCF representative will advise all parties concerned of the results of the investigation. VCCF will not retaliate against you for filing a complaint or participating in an investigation and will not tolerate or permit retaliation by management, employees or co-workers, independent contractors or other persons.

VCCF encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. You should also be aware that the federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting, or complaining, you may file a complaint with the appropriate agency. The nearest agency office is listed in the phone book.

Immigration Law Compliance

We are required by the Immigration Reform and Control Act of 1986 to verify all regular and temporary employees' identity and their right to employment in the United States. Your employment is contingent upon providing this documentation and keeping it current with us throughout your employment.

To meet this obligation, you must provide the Human Resources representative with documentation establishing your identity and legal right to work in the United States within three working days after your hire date. If you have not completed this verification within three days, you may not work until the verification process has been completed.

VCCF will monitor the expiration dates of identity and legal authorizations to work in the United States. You must keep this documentation updated throughout your employment to maintain your continued employment status. You must also notify the Human Resources representative of any change in your immigration status.

If your right to work documentation expires, you will be put on inactive status, and you will have five business days to submit renewed documentation of your right to work. If you do not do so, we are required to terminate your employment.

Drugs, Narcotics, Alcohol and Drug-Free Workplace

We are committed to maintaining a safe, efficient and productive work environment. We also want all employees to perform their duties safely and efficiently, in a manner that protects their interests and those of their co-workers. We recognize that the use of alcohol or unlawful drugs, or misuse of legal or prescription drugs, can be extremely disruptive and harmful to the workplace. It can adversely affect the quality of work and employee performance, pose serious safety and health risks to the user and

others, and have a negative impact on work efficiency and productivity. For these reasons, we have a strict policy against inappropriate use and possession of drugs or alcohol. Every employee must comply with this policy at all times.

You must report for work fit to perform your job. You may not use or possess alcohol or illegal drugs, or misuse legal or prescription drugs. If you need to take a prescription drug that could affect your ability to perform your job duties, you must discuss possible reasonable accommodations with the Human Resources representative so that you are not working in an impaired state.

Although California has legalized marijuana for medicinal purposes, VCCF is not required to allow the medicinal use of marijuana in the workplace. Use or being under the influence of marijuana is strictly prohibited while on work time and may result in discipline, up to and including discharge.

You may not use, possess, transfer, distribute, manufacture or sell alcohol or any illegal drug while on our property, during on-call status, while operating a vehicle or potentially dangerous equipment owned or leased by VCCF, while on duty or while representing VCCF in any manner. You also may not report for work, begin work, or remain on duty or on on-call status while under the influence of or impaired by any illegal drug or alcohol, or sufficiently impaired by a legal or prescription drug that you create a danger in the workplace or inappropriately inhibit your ability to perform the job.

For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law or if you improperly use or possess the drug, regardless of whether such conduct constitutes an illegal act.

An employee reporting to work under the influence of drugs, narcotics or alcohol is not permitted to enter VCCF premises. Any employee reasonably suspected to be under the influence on the job (for example, when you exhibit slurred speech, erratic behavior, loss of balance and coordination or similar conduct or appearance), or who is involved in an accident that causes damage to property or injury to persons in which the employee is reasonably suspected of being a cause of the action, is at the discretion of VCCF subject to immediate testing prior to any requirement for leaving the premises. Refusing to be tested, interfering with the validity of the testing process and testing positive will be considered violations of this policy.

Any employee bringing non prescribed drugs or narcotics or alcoholic beverages to work, using them on VCCF premises or dispensing or selling them on VCCF premises will be subject to disciplinary action, up to and including termination.

Any employee convicted of a violation of any criminal drug statute occurring in the workplace must notify the Human Resources representative no later than five days after such conviction.

VCCF does, on occasion, hold events on VCCF property or during VCCF business hours. Alcoholic beverages may be available at these functions and, therefore, the voluntary consumption of alcoholic beverages at these functions will be exempt from this policy. However staff who are working an event may not consume alcoholic beverages without the authorization of the President & CEO.

If you voluntarily request the opportunity to enter and participate in an alcohol or drug rehabilitation program, we will reasonably accommodate your request by granting a leave of absence for that purpose, provided that it does not impose an undue hardship on VCCF. You may use accrued paid time off benefits during the leave of absence. We do not pay for the rehabilitation program. You

must provide proof of attendance in the program. You are not eligible for a leave of absence if you are already subject to discipline or termination for a violation of this policy or any other VCCF policy.

Injury and Illness Prevention Program – IIPP

VCCF's IIPP is under separate cover.

AIDS and Other Life Threatening Illnesses

VCCF is committed to providing a work environment that allows employees with life threatening diseases such as AIDS, cancer or heart disease and other illnesses to continue working as long as their conditions allow and as long as they meet acceptable standards of performance. Unlawful discrimination against employees with AIDS and with illnesses, as described above, is specifically prohibited by this policy and subject to disciplinary action. Reasonable accommodations will be made to permit any qualified disabled employee to work at an acceptable standard of performance. Employees are expected to support the dignity and self-respect of their co-workers. Educational opportunities will be provided to all employees regarding AIDS and other life threatening illnesses as needed. VCCF will continue to provide a safe and healthy work environment for all employees.

Reasonable accommodation is that which would not impose undue hardship on VCCF regarding safety, health hazards, costs and expenses, and the operational needs of VCCF. Reasonable accommodation may vary from case-to-case and is evaluated on an individual basis.

Reimbursable Expenses

Purpose: It is the purpose of VCCF that no employee shall suffer financial loss due to expenses incurred through travel on VCCF business, promotion of VCCF or participation in community affairs or other business-related expenses. It is our intent to reimburse for expenses directly tied to these activities which are called for out of the employee's participation.

Procedure: All expenses should be submitted monthly on the VCCF expense report form. Expense report forms must be accompanied by receipts for expenditures and must state the purpose/location of the meeting. All expense report reports will be approved by your supervisor prior to submission for reimbursement.

Automobile Allowance: You will be reimbursed for your business-related travel in your own vehicle, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You will also be paid for your time during a business-related commute, other than your initial commute to your first work location that day and your commute away from your last work location of the day at the end of your shift. You may be paid for a portion of your commuting time and/or mileage for your commute to and from work in exceptional circumstances where your temporary work location is farther away from your usual work location. We will reimburse you for your mileage at the prevailing rate per mile set by the Internal Revenue Service. To receive mileage reimbursement, you must log your mileage and submit an expense report to your supervisor.

Parking Fees: Parking fees incurred on official business, when there is not available free parking, will be reimbursed.

Public Transportation: Subject to applicable law, taxi fares and bus expenses in connection with official business will be reimbursed.

Memberships: When VCCF will benefit from an employee belonging to an organization, the membership fee shall be reimbursed. Reimbursement for all membership fees and dues must be pre-approved by the President & CEO before commitment for expense occurs. VCCF will not reimburse a membership fee for any organization that limits its membership because of race, creed, religion, national origin, sex, age or marital status.

Conference and Training: training institutes or seminars is permitted, at the discretion of your supervisor. Where the employee is requested to attend, leave will be arranged and expenses shall be reimbursed. The actual expenses that shall be reimbursed are for enrollment fees, travel, meals and accommodations. Travel by plane is limited to the least expensive coach fare, subject to the approval of your supervisor. Prior to attending a conference, an employee may receive an advance, which must not exceed estimated expenses and must be pre-authorized by the President & CEO.

Daily Limits on hotel and food expenses: VCCF has policies approved by the board of directors on the daily limits allowable for reimbursement for hotels, breakfast, lunch and dinner. Meals incurred during legitimate business travel are eligible but meals that would normally be part of an employee's day may not be reimbursed because of convenience or travel. VCCF does not reimburse any costs related to alcoholic beverages ordered and/or used during meals while on foundation business. If there is any question as to eligible expenses, please check with your supervisor.

Dress Code Policy

It is the policy of the Ventura County Community Foundation to present a professional image to those we serve. Because every employee may at one time or another come in contact with our stakeholders and/or clients (donors, grantees, colleagues, visitors, and nonprofit partners), it is important for all staff members at the office to be dressed appropriately every day.

Employees are VCCF's representatives to the public, and each person's appearance has an impact on the public's perception of VCCF. Each employee contributes to VCCF's image, whether or not that employee has actual contact with those we serve, in the way they behave, act and dress.

VCCF recognizes the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements. Appropriate personal appearance in the workplace can encompass considerable diversity in choice of dress and elements of appearance. Regardless, certain general standards are needed to ensure employees present a favorable public image of VCCF.

Smoking and Use of Tobacco

We do not permit smoking or the use of tobacco anywhere inside the facility, or within 20 feet of any entrance to the building.

Technology and Communications Systems

Our technology and communication systems include mail, e-mail, FAX, text messages, digital recordings, internet posts, telephones, voicemail, computers, computer networks, on-line services, internet connections, computer files, video equipment, cell phones, iPads, tablets, and any similar communications or equipment. As technology progresses, there will no doubt be additions. Our Technology is VCCF property. You have no personal rights and no right of privacy in any use of our Technology. We have the right to access and monitor employee's use of our Technology, including all content created or stored on it.

When using our Technology, you must comply with the following guidelines:

- Authorization is required prior to installation of any type of software on any VCCF computers.
- Using a cell phone or similar communications device while driving creates a safety hazard for the driver and the general public. If you are driving a VCCF owned or rental vehicle, or driving a personal vehicle on VCCF business, you must use a hands-free device with your cell phone or similar communications device to make and receive telephone calls while driving. If you violate laws regarding the use of cellphones while driving, any penalties shall not be reimbursable by VCCF.

Social Media Policy

VCCF Personnel Policies remain in force for all VCCF employees. This includes social media use.

VCCF staff should be consistent in their behavior in person and online, and demonstrate respect for all VCCF organizational values.

VCCF staff should be clear about what personal business is and what is tied to job responsibilities and police the lines accordingly; VCCF staff must respect the requirements for its own job performance.

VCCF staff should recognize that what is said online has an impact on VCCF's reputation; its mission and the staff person's ability to do his/her job.

Online media commentary is no different than published or broadcast media, but its impact can be both immediate and long lasting.

Prudence and caution should be watchwords for any postings regarding VCCF on any social media platforms – both professional and personal. This includes any postings, photos, commentary or images about:

- VCCF's activities
- Other VCCF staff
- VCCF board members
- VCCF grant beneficiaries
- VCCF donors
- Visitors to VCCF offices and/or programs

Staff should take care never to embarrass a colleague, board member, grantee or beneficiary

Staff members should never vent or provide details about workplace difficulties, challenges, setbacks or opportunities, or provide commentary about colleagues.

Information about VCCF donors and programs should remain confidential and never disclosed on any platform for any reason, unless designated or assigned by a supervisor.

Staff should also never put a fellow staff member, grantee, beneficiary, donor or visitor in a position where a social media request and/or relationship could be misconstrued or implied as a quid pro quo for VCCF future activity – grantmaking, support, engagement, workshop or advice.

Public Statements and the Media

We have designated the President & CEO and the Board Chair as the sole spokespersons to represent VCCF for public purposes. If they are not available, inquiries may be directed to Senior Director of Communications. No other employee is designated to speak on behalf of VCCF, its mission, programs and staff unless authorized to do so by the President & CEO. Failure to comply with this policy may lead to termination.

We appreciate our employees' efforts to promote our products and services. However, the Federal Trade Commission ("FTC") has set specific guidelines for statements made by employees about any Company service or product through social media, internet activity or other electronic publications or communications. The guidelines apply to you even when you are using your personal computer, telephones or other electronic equipment on your own time. Posting information about our products or services on any internet site (such Facebook, Twitter, blogs, chat rooms, or other media sources), you must state only your honest opinions, beliefs or experience. You must also conspicuously and clearly disclose your relationship to VCCF so that readers of the message know that you are affiliated with VCCF when they read your post or comment. Under the FTC guidelines, we are required to monitor your Internet or other electronic endorsements of our products or services, and to take action if the FTC guidelines are violated. If you do not comply with these disclosure requirements, you are personally liable for any misleading or unsubstantiated statements made regarding our products or services. Please see the Social Media Policy section of this handbook.

Company Inspection

Although we provide certain storage areas in the workplace to you for your convenience and to help you to do your job, these areas remain our sole property at all times. We can and will inspect all VCCF property and its contents at any time we believe it to be necessary or appropriate. Remember that other employees may also enter your desk or other VCCF property as needed to perform their job duties. We also reserve the right to search any bags, purses, briefcases or other personal items that you bring onto VCCF premises.

Company Property

You may not take VCCF supplies or property off VCCF premises without prior approval of your supervisor. You must return all VCCF property issued to you when your employment ends or upon our request.

Gossip, Bullying and Other Harmful Communications

Bullying, gossip, profanity, abusive conduct and negative comments are destructive to VCCF culture, create false rumors, disrupt workplace operations, interfere with others' privacy and hurt other people.

You may not bully, gossip, engage in abusive conduct or make unnecessary comments about other employees or VCCF. If you witness bullying, abusive conduct or if others engage in gossip or make negative comments to you, ask them to stop immediately or report them to your supervisor. Such behavior and actions violate our values and remain inconsistent with the mission of VCCF, and our responsibilities as a respected community organization.

Employment References

We will provide only your dates of employment and positions held in response to requests for information about your employment with us. If you want any additional information released, you must give us written authorization to do so. We will respond only to written requests for information. Only the Human Resource representative may respond to requests for employment information.

Personnel Information and Files

We keep your name, home address, telephone number and personal e-mail address so that you can be reached in an emergency. You must keep this information updated with the Human Resources representative. Your contact information will not be released to anyone outside VCCF without your written permission or unless required by law. Your personnel records also contain information related to your performance and any grievance related to your performance.

Only you, a representative authorized in writing by you, and management have access to your personnel file. You or your representative designated in writing by you may review the contents of your personnel file in the presence of the Human Resources representative, but you may not remove, alter or mark any document in your file. You, or a representative authorized in writing by you, are also entitled to receive copies of any document in your personnel file, although you may be required to pay for the cost of such copies.

Requests to review your personnel file or to receive copies of your file must be made in writing to the Human Resources representative. Within thirty (30) days of receiving the written request, your personnel file will be made available for inspection at a time and place designated by VCCF. If you have requested copies of your file, those copies will be sent to you at the address you have designated within thirty (30) days of receiving your written request.

Payroll Information

You may review your payroll records (including time records) in the presence of the Human Resources representative within 21 days of making an oral or written request. You may also request copies of your payroll records, but you must pay the copying costs.

Workplace Tolerance

We have a zero-tolerance policy for workplace violence. Acts or threats of violence, including intimidation, harassment and/or coercion that involve or affect VCCF personnel or that occur on VCCF property will not be tolerated and may result in legal action.

“Acts or threats of violence” include conduct that creates a hostile, abusive or intimidating work environment for Company personnel. It also includes acts or threats of violence occurring on Company premises between any individuals, involving any person acting on behalf of VCCF in any location, or which impacts VCCF’s legitimate interests.

Specific examples of conduct that may be considered threats or acts of violence include the following:

- Hitting or shoving another person.
- Threatening to harm another person or that person’s family, friends, associates or property.
- Intentional destruction or threat of destruction of Company property.
- Harassing or threatening phone calls.
- Unauthorized surveillance or stalking.
- Unauthorized possession or inappropriate use of firearms or weapons.

The conviction of an employee or any other representative of VCCF under any criminal code provision relating to violence or threats of violence.

Our prohibition against threats and acts of violence applies to all persons involved in our operations, including employees, independent contractors, contract and temporary workers, customers and anyone else on our property or interacting with VCCF.

Report any threats or acts of violence to your or any supervisor, the Human Resource representative, or the President & CEO immediately. State, federal or other laws may impose additional reporting obligations.

Open-Door Policy

Suggestions for improving our policies, practices and procedures are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

If you have an issue that concerns you, please talk to your or any supervisor, or the Human Resources representative.

We cannot guarantee that every problem will be resolved to your satisfaction. However, we value your observations and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

Grievance Policy

For any issues of grievance which cannot be addressed by the employee in the normal course of the workplace/workday or which has not been addressed in the Open Door policy, the employee is encouraged - in order of preference and sequence- to contact:

- Human Resources representative
- Direct supervisor
- President & CEO
- Chair of the Personnel Committee
- Chair of the Audit Committee
- Board Chair

When the issues raised have been identified, it is the responsibility of the person contacted to address the issues forthrightly with the employee, acknowledge the receipt of the complaint and then, as appropriate, contact the President & CEO to share what information has been learned. The President & CEO will then work with the employee's supervisor, recognizing the importance of respecting the chain of command and the personnel process and yet balancing the need to make sure the supervisor is aware of issues within her/his direct responsibility. Confidentiality of issues needs to be respected if at all possible.

While there is benefit in encouraging staff members to contact a staff member who are not direct supervisors, those staff members contacted should 1) acknowledge the request 2) encourage direct dialog with the employee's supervisor and 3) work to ensure that the supervisor's authority and responsibility is not being undermined. Personal recommendations and insights are always valued as long as they do not set up a parallel oversight structure.

If there is a direct human resources contact person who is contacted by a staff member with a personnel issue or complaint, that person's primary responsibility is to provide clarity as to approved policies and practice, listen respectfully and carefully and work with the employee to address issues within the 'chain of command'.

Grievance Procedure

- A grievance may be filed when an employee believes that VCCF policies, rules, procedures or regulations have been misapplied and/or that the employee has been treated unfairly by a supervisor or manager in a way that results in a negative impact on the employee's terms and conditions of employment.
- Such concerns should first be raised informally with the employee's direct supervisor (consistent with our Open Door policy) normally, it is expected that complaints or concerns should be raised within one week of any management action (or inaction) that gives rise to the grievance. The supervisor is expected to meet with the employee to discuss the matter and provide a response to the employee within one additional week.
- If not resolved by informal consultation, the employee may elect to submit a written grievance and submit it to their supervisor with a copy to the designated HR manager. Such written statement should be filed within one week of the supervisor's response to the informal complaint. The supervisor may elect to meet again with the employee in an effort to settle the matter but is expected to reply to the grievance, in writing, within one week of its receipt whether a second discussion meeting occurs or not.
- If the grievance is not resolved by the supervisor's written response, the employee may elect to appeal to the CEO. Such an appeal should be submitted in writing and normally within one week of the supervisor's written response. The CEO shall meet with the employee and the

supervisor in an effort to resolve the matter and shall make a written response to the grievance after this consultation; such written response shall be to the employee, supervisor with copies to the personnel file.

- Employees may appeal a CEO decision to the Board. If the matter involves any allegation of financial irregularities, the next step of appeal would be to the Chair of the Board Audit Committee. Other matters should be appealed to the Chair of the Personnel Committee. The designated Board Committee Chair will consult with the CEO and the employee, and make an informal recommendation as to the disposition of the grievance to the Board Chair. The Board Chair will issue a final decision in writing.
- If a grievance involves an allegation of sexual harassment, the employee is not obligated to meet with the alleged offending person. In such instances, the employee should consult with the designated Human Resources representative so that appropriately amended steps of appeals can be determined. The Human Resources representative may elect to consult with the Chair of Personnel Committee in such cases.
- Any retaliation against an employee filing a grievance or making a complaint is strictly prohibited.
- If the grievance involves issues raised in a performance review, procedures are in place for the employee to respond in person to the supervisor and to the CEO his/her concerns regarding the review. The employee has the option to include these comments and/or concerns in writing as part of the performance review process.

EMPLOYEE BENEFITS

This section is intended to provide you with a brief summary of some of the features of VCCF sponsored benefits. However, it is important to note that more detailed information is contained in the official plan documents and insurance policies that govern VCCF-sponsored benefit plans. If there is any conflict between the brief summaries contained in this handbook and the official plan documents, the official plan documents will control.

Benefits provided to all regular and temporary/intermittent employees include Worker's Compensation Insurance, State Unemployment Insurance, and Federal Insurance Contribution Act (Social Security/FICA).

Regular full-time employees, 30 hours or more, receive paid sick leave, vacation, holidays, and are eligible to voluntarily participate in a flexible spending plan. Regular part-time employees working less than 30 hours, subject to applicable law, receive pro-rated sick leave and certain paid holidays. All Regular employees reasonably expected to earn \$5,000 in the current calendar year are eligible to voluntarily participate in a tax-deferred retirement program.

VCCF reserves the right to change, alter, amend, revise, make exceptions to, or discontinue any optional employee benefit plans at any time.

Please see the following specific policies for a detailed description of each benefit.

State Unemployment Insurance (SUI)

State Unemployment Insurance (S.U.I.) provides for payments to employees who are laid off, fired under circumstances, or quit with probable cause, and who are unemployed as a result of such an action. There is a one-week waiting period before benefits may be collected.

As a general rule, if an employee quits with no probable cause, there can be no claim for S.U.I. If an employee is laid off, is fired, or quits with probable cause, unemployment benefits may be available. This will be determined by Employment Development Department with input by employer.

The cost per employee is paid by VCCF.

State Disability Insurance (SDI)

State Disability Insurance (S.D.I.) provides for payments to employees for time lost on account of illness or non-occupational disability. There is generally a one-week waiting period before benefits may be collected. With the approval of the President & CEO, longer term disability leaves may be combined with accrued sick time to provide financial stability for employees recovering from surgery or dealing with a health issue.

Benefits are integrated with accrued sick leave and/or vacation pay.

State Disability Insurance is funded by employee payroll deduction up to a statutory maximum for the calendar year.

Employees who are on disability leave of absence generally do not accrue any benefits or seniority during the leave of absence. This includes: vacation; holiday pay; and sick leave.

Worker's Compensation

All employees are covered by Workers' Compensation Insurance, which is purchased by VCCF. This insurance covers occupational illness and injury in accordance with the laws of the State of California. Eligibility for benefits under Workers' Compensation Insurance is effective on the date of hire. Workers' Compensation benefits provide weekly disability payments as well as payment for medical and hospital expenses for injuries or illnesses arising out of an employee's job.

Regardless of the nature or severity, all injuries incurred while on the job must be reported to the supervisor and/or President & CEO at once. In case of serious injury, the supervisor or other management personnel may refer the employee to a physician or a hospital. Later changes in the treating physician may be authorized as required by law.

Failure to report an injury may be considered cause for disciplinary action. Filing a false or fraudulent claim will be cause for disciplinary action and possible criminal penalties.

Should an employee's consumption of alcohol or use of illegal drugs be found to be the cause of an on-the-job injury, the employee may not be eligible for workers' compensation benefits.

VCCF or its insurance carrier may not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off duty recreational, social, or athletic activity which is not a part of the employee's work related duties.

VCCF will retain employees on an extended leave of absence for work related disabilities until one of the following situations occurs:

1. The employee is released for full duty;
2. VCCF receives medical evidence that the employee will be unable to return to work.
3. The employee resigns or actually or constructively informs VCCF that he/she does not intend to return to VCCF's employ (e.g. an employee who fails to report for work on the day immediately following the expiration of an approved leave will be deemed to have voluntarily resigned).
4. The employee constructively abandons his/her position.

VCCF reserves the right to require a physical examination by a physician of its choice to determine the employee's physical ability to start or remain on a medical leave status.

Subject to applicable law, although VCCF is unable to guarantee reinstatement in all causes, the employee who returns to work at the end of his/her leave will be returning to his/her former position, if available, or will be offered the first available opening in a comparable position for which he/she is qualified. Exceptions may result if business conditions have necessitated a reduction in force.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

If you are enrolled in the VCCF group insurance plans at the time your leave begins, you must continue to pay your share of monthly premiums for yourself and your dependents.

If your leave extends beyond 60 days, you will receive a COBRA notice and pay the entire cost of monthly premiums for yourself and your dependents plus an administrative charge for the remainder of your leave. If you do not return at the end of your leave, you may be able to continue your COBRA coverage.

Further information is available if needed. In any individual circumstance, the employee may discuss this with his/her supervisor, or with the President & CEO.

Federal Insurance Contribution Act (FICA)

FICA is the social security tax that is contributed toward retirement by you and VCCF. A percentage of your gross earnings, in accord with current IRS guidelines, is withheld each pay period for the purpose of social security; the percentage withheld is then matched by VCCF and it is contributed toward your federal retirement fund.

Flexible Spending Plan

VCCF offers an optional flexible spending plan for eligible employees. Eligible employees are all regular employees who work at least 30 hours per week. New employees are eligible to participate in the plan 90 days after the date of hire. The entry date for new employees is the first day of the month

following the date the eligibility requirement was met. The IRS requires enrollment prior to the start of the plan year (October 1) and that any balance unspent at the end of the following calendar year be forfeited. Except for changes in family status, elections cannot be changed until the next plan year. Enrollment is for a full year. Employees meet with the Human Resources representative to complete all paper work.

403(b) Plan

An optional retirement plan is also available for your voluntary participation.

Group Insurance

We provide access to dental, vision, and long-term disability coverage for all eligible employees. Payments are your responsibility and will be made through payroll deductions.

The details of our insurance benefits are controlled by the terms of the plan. You may obtain further information regarding our insurance benefits from the Human Resources representative.

Vacation

Regular full time employees who work at least 30 hours per week are entitled to pro rata share of paid vacation leave:

Years 1-3	Up to 10 days of annual vacation (80 hours)
Years 4-5	Up to 15 days of annual vacation (120 hours)
Years 6+	Up to a maximum of 20 days of annual vacation (160 hours), one additional day per year of employment to the maximum

Direct reports to the President & CEO and other designated management staff working 30 hours or more are entitled to pro rata share of paid vacation leave:

Years 1-2	Up to 15 days of annual vacation (120 hours)
Years 2+	Up to 20 days of annual vacation (160 hours)

Vacation time is a benefit that is earned before it can be taken. It is based on actual days on the job. Employees on any type of leave without pay do not accrue vacation credits

No more than 10 days of vacation may be taken at one time without the President & CEO's written approval.

Employees who are accruing vacation may accrue a maximum of two times their annual amount. Once an employee has reached the maximum accrual, then the employee will not accrue any further vacation days until vacation is taken to reduce the maximum accrual.

Earned vacation time cannot be taken in pay in lieu of time off. Vacation time is a reimbursable benefit upon termination.

Holidays

VCCF has established eleven (11) holidays which are paid holidays.

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

If a VCCF-identified holiday falls on a weekend, the President & CEO will determine, based on being consistent with banks, postal service and county offices, whether to declare the previous Friday or the following Monday a VCCF holiday.

Subject to applicable law, regular employees who work less than 30 hours per week are entitled to holiday pay equivalent to their earnings during regularly scheduled hours only if the holiday falls on a regularly scheduled workday. Temporary employees are entitled to holiday pay equivalent to their earnings during regularly scheduled hours only if their contract so stipulates.

Holidays are not a reimbursable benefit upon separation.

In order to be paid for the holiday(s), employees must be actively employed for the full shift the business day prior to and after the holiday(s). Earned vacation may be combined with holidays if requested and approved by the employee's supervisor prior to the holiday.

If you recognize alternative holidays for religious purposes, contact the Human Resources representative to discuss your right to take additional religious holidays without pay or using vacation or personal time.

Sick Leave

All employees who work thirty (30) days or more in one year will be entitled to accrue paid sick leave at the rate of one hour of sick leave for every thirty (30) hours worked beginning the first day of employment. Full time employees can earn up to a maximum of sixty-four (64) hours and part time employees up to a maximum of twenty four (24) hours of paid sick leave per year. You will be entitled to use accrued paid sick days beginning after completion of ninety (90) days of employment. All employees can carry over unused sick hours to a maximum of 240 hours of paid sick leave. Once you have reached this cap, you will not earn additional paid sick leave until you have used enough sick leave to fall below the cap.

You may use sick time in minimum increments of one hour. Sick leave is paid at your regular straight-time hourly rate. You will receive payment for sick leave no later than the payday for the next regular payroll period after the sick leave was taken. We do not pay employees for unused sick leave upon separation from employment. If you are rehired within one year of your initial separation, all previously accrued but unused sick leave will be reinstated.

We will not “advance” sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay, unless you request that we apply accrued vacation to your absence. Sick leave may not be used for vacation or personal time off, but may be used for medical or dental appointments as well as a need for time off due to domestic violence, sexual assault or stalking. You may also use your annual earned sick leave to care for your injured or ill family member which includes any of the following; spouse, child of any age, sibling, parent, registered domestic partner, grandparent or grandchild.

Only excused absences qualify for sick pay benefits. If the need for paid sick leave is foreseeable, you must provide reasonable advance notification. In unexpected or emergency situations, you must notify your supervisor of your absence at least at least 30 minutes prior to your starting time. If your supervisor is not available, you must communicate with the Human Resources representative. If you are absent more than one day, you must provide the same notice each day of absence, unless we have previously approved a specific date for your return to work. You must keep your supervisor informed as to when you expect to return to work.

Although you are allotted sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay benefits available to cover all or a portion of your time off. We reserve the right to require a written statement from your physician or your family member’s physician certifying your absence. If your absence is due to your medical condition, we reserve the right to require a written release from your physician that you can return to work.

If your absence due to illness or injury extends beyond seven days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information and claim forms from the Human Resources representative.

Personal Days

Full-time employees are eligible to receive one personal day per quarter that can be taken as a personal day. This personal day is in addition to the sick leave and vacation days noted above. Personal time is a benefit that is earned before it can be taken.

Sabbatical

All senior staff (as defined by the President & CEO and/or Personnel Committee Chair) with five years of continuous service are eligible for an additional two weeks paid leave for a sabbatical, to be used to conduct some form of activity, research and/or project that is not directly related to the direct work responsibilities. Such activities require the prior written approval of the President & CEO and adequate time and notice must be given to accommodate the additional time away from the office. Such leave does not affect any accrued vacation and/or other paid time off. Direct reports to the President & CEO are eligible for this two week sabbatical for each five year period of service completed.

Bereavement Leave

You are entitled to a paid bereavement leave of up to three (3) days following the death of an immediate family member – spouse or registered domestic partner, child or step-child, parent or step-parent, grandparent, grandchild, sibling or step-sibling, in-law or any other individual who is a member of your immediate household. You may request bereavement leave in special circumstances for other persons not listed here. Bereavement leave must be approved by your supervisor. We may request satisfactory documentation of your need for leave. Additional time without pay (or with use of vacation or personal time) may be requested and must be approved by your supervisor.

Medical/Disability Leave

In addition to any legally-mandated leave to which you may be entitled, we will make every effort to reasonably accommodate your need for an unpaid leave of absence in the event of a disability, as long as it will not pose an undue hardship for VCCF. If you require a disability leave, make a written request to the Human Resources representative.

You must notify the Human Resources representative of your intent to resume work at least one week prior to your expected return date. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, stating your ability to return to your regular duties and any restrictions you may have.

Although we cannot guarantee that your job will be held open for you until you return from a disability leave, we will make every effort to return you to the same or a similar job position. If no job opening exists for which you are qualified, you will be separated from employment. While you are on a disability leave, you may not accept other employment involving the same duties or activities as your position with us. If you do so, or if you fail to return to work at the end of your disability leave, we will assume you have voluntarily resigned your position at VCCF.

Disability Benefits

You may be eligible for State Disability Insurance (SDI) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the Human Resources representative. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable.

Pregnancy-Related Job Modification or Disability Leave (PDL)

If you are pregnant, you may request a modification of your job duties or a transfer to a less strenuous or hazardous position. We will accommodate your request for a modification or transfer if it is medically advisable and can be reasonably accommodated without undue hardship to us. You must provide a certification from your health care provider confirming the medical need for a job modification or transfer. Before returning to your normal work duties or schedule, you must provide a written statement from your physician, confirming your ability to return to your regular duties and any limitations upon your ability to work.

If you are disabled by pregnancy, childbirth or related medical conditions, or a condition related to these areas, you may take an unpaid pregnancy disability leave (PDL). The PDL covers any period(s) of physician-certified disability of up to four months (17.3 workweeks) per pregnancy. For employees who work part-time or do not work a regular schedule, the PDL covers the amount of time you would typically work in a four-month period. At the end of your leave, you will be reinstated in the same or a substantially equivalent position unless your position has been eliminated because of a change in business conditions or operations.

You do not need to take your PDL in one continuous period of time, but can take it on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth and recovery from childbirth and pregnancy-related medical appointments would all be covered by your PDL. You must provide a certification from your health care provider of your pregnancy disability. Before returning to work after a disability leave of absence, you must provide us with a written statement from your physician, confirming your ability to return to your regular duties and any limitations you may have.

You may be eligible for State Disability Insurance (“SDI”) for the unpaid portion of your leave. Information regarding your SDI benefits may be obtained from the Human Resources representative. If you wish to apply any accrued paid time off to your leave, we will work with you to coordinate your use of paid leave with your state disability benefits where applicable.

If you are covered by a group health insurance plan at the time of your leave, you are entitled to continue your group health insurance coverage for the duration of your pregnancy disability leave under the same terms and conditions as when you are actively working.

If you have been on PDL and intend to take Paid Family Leave for baby bonding purposes after the birth of your child, you must provide us with a certification of your change of leave status.

For more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact the Human Resources representative.

Paid Family Leave

Under California’s Paid Family Leave Act, you may be eligible to receive payments from the state Employment Development Department while you are on leave for up to six weeks of leave to care for an ill family member (defined as parent, parent-in-law, child, spouse, sibling, grandparent, grandchild or domestic partner) or for bonding with a newborn or recent adoptee. You contribute to the cost of this insurance through payroll deductions.

You must apply two weeks of your available paid time off benefits to this leave. We do not pay you for your leave, and we cannot guarantee that your job will be held open for you after a Paid Family Leave, although we will certainly make every effort to return you to the same or similar job. We will not retaliate against you for requesting or taking Paid Family Leave. For further information on this benefit, please contact the Human Resources representative.

Bone Marrow or Organ Donor Leave

You are eligible for leave of up to five (5) business days in any twelve consecutive months to serve as a bone marrow donor, and leave of up to thirty (30) business days in any twelve consecutive months to serve as an organ donor. This leave is paid by VCCF, except that if you have accrued sick leave or vacation days available, you must apply five (5) days of your accrued sick leave or vacation days to your leave for bone marrow donation and two (2) weeks of your accrued sick leave or vacation days to your leave for organ donation. Using your available paid leave does not extend the total amount of leave available to you by law.

To be eligible for this leave, you must provide medical certification of your need for leave and a written release to return to work at the conclusion of the leave. Benefits will continue to accrue and your absence will not be considered a break in service. We will pay our usual share of insurance premiums during the leave.

Jury Duty or Appearance as a Witness

Subject to applicable law, if you are called for jury duty and empaneled on a jury you will be compensated in full up to a maximum of five working days. Exempt employees will not incur any reduction in pay for a partial week absence due to jury or witness duty. You must present the jury summons to your supervisor as soon as possible after it is received.

VCCF encourages its employees to support our jury system by their participation. However, our resources to fill absences are limited. Therefore, if you are summoned for jury duty, you are required to request to be placed on call and return to work after the first day of jury duty as provided by the Ventura County Jury System.

If you are subpoenaed as a witness, give a copy of the subpoena to your supervisor and we will give you time off without pay as needed. If you are subpoenaed to be a witness for us in a legal proceeding, we will pay you for your time.

During jury service or witness duty, you must return to work on any day when you are not required to report to the court or when you are excused early, as long as there are at least two hours remaining on your usual shift.

Military Leave

Subject to applicable law, VCCF provides the time off without pay for employees attending required two-week training with military reserve units or National Guard, or for training required by federal or state law. Employees request the time off, in writing, to their immediate supervisor at least 60 days prior to their annual training to allow for the necessary workload planning.

Visiting a Child's School

If you are a parent or guardian of a pupil and are requested to appear at the pupil's school under the Education Code, you will be granted time off without pay, provided you give reasonable notice and documentation of the appearance to your supervisor.

Victims of Domestic Violence, Sexual Assault, Stalking or Other Crimes

If you are the victim of domestic violence, sexual assault, stalking or other violent crimes, you are entitled to reasonable time off without pay to obtain legal relief, such as a temporary restraining order or other injunctive relief for your protection or for your child's protection. You are also entitled to reasonable unpaid time off if the victim is your spouse, child, stepchild, sibling, step-sibling, parent, step-parent or registered domestic partner. If these situations arise, we will work with you to determine whether there are any reasonable accommodations that would enable you to perform your job duties without causing undue hardship to VCCF.

Victims of domestic violence, sexual assault, stalking or other crime may use any available vacation, personal leave or compensatory time off while on such leave.

Time Off to Vote

If your normally-scheduled work hours prevent you from voting in any state-wide election, you may take up to two hours of paid time off to vote at the beginning or end of your work day. You must request voting time off at least two days in advance, and you must provide your voting receipt to your supervisor.

Volunteer Firefighter/Peace Officer/Rescue Personnel

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel (including any officer, employee or member of a disaster medical response team sponsored by the state), you may take all necessary unpaid time off from employment to perform your emergency duty. You must provide as much advance notice as possible to Authorized Person and you must provide documentation of your need for leave. If you are a health care provider you must notify us at the time you become designated as "emergency rescue personnel" and when you are notified of deployment based on that designation.

Civil Air Patrol Leave

VCCF allows up to ten (10) days of leave per calendar year for voluntary members of the California Wing of the Civil Air Patrol in order for such volunteers to respond to an emergency operational mission.

In order to qualify for the Civil Air Patrol leave, you must be employed by VCCF for at least 90 days immediately preceding the commencement of leave. You will be required to give VCCF as much notice as is possible of the intended leave dates. You are required to provide certification from the Civil Air Patrol to verify your eligibility for the leave requested or taken. VCCF may deny the leave if you fail to provide the required certification. You are not required to exhaust your accrued vacation leave, personal leave, sick leave, disability leave, or any other leave that you may have available in order to take Civil Air Patrol leave.

Upon expiration of the leave, VCCF will restore you to your position or to a position with equivalent seniority, benefits, pay and other terms and conditions of employment, unless you are not restored because of conditions unrelated to the exercise of these leave rights. VCCF is not required to grant such leave to Civil Air Patrol employees who are required to respond as first responders or disaster service workers for a local, state, or federal agency to the same or a simultaneous emergency

perational mission. The new law will not impact collective bargaining agreements or other employee benefit plans in place that provide greater leave rights.