



EMPLOYEE HANDBOOK

Effective: February 2017

INTRODUCTION

Welcome

Welcome! As an employee of Altadena Library District, hereinafter referred to as Altadena Library District, you are an important member of a team effort. We hope that you will find your position with Altadena Library District rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of Altadena Library District and to assist us in remaining a leader in this community and in our industry.

Purpose

This handbook is intended to generally outline and explain Altadena Library District benefits, practices, and policies that are important to you. Please refer to the actual plan documents for information and answers to specific benefit questions. You should keep this handbook handy as a guide and ready reference. If you have questions as you read through this handbook, please do not hesitate to discuss them with your Manager. Your Manager is a very important source of information and will be more than happy to assist you. This handbook applies to all full-time, part-time, exempt, non-exempt, management, and temporary employees.

This employee handbook is not all-inclusive and should be regarded as a set of guidelines only. It is not a contract. Neither the policies in this manual, nor any other written or verbal communication by a company officer, manager or Manager are intended to create a contract of employment or a warranty of benefits for any definite period of time. The policies in this handbook may be amended, modified, deleted, or otherwise changed by Altadena Library District without prior notice. This handbook supersedes and replaces all prior employee handbooks, manuals, policies, and procedures with regard to the subject matters covered herein. If you have any questions about any of the policies or procedures in this handbook, please consult your Manager.

If any portion of this handbook conflicts with any plan documents, law, regulation, or statute; the any plan documents, law, regulation, or statute will control.

Legal Review

The language of the Employee Handbook template was generally reviewed by legal counsel as of January 2017.

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I. EMPLOYMENT PRACTICES

At-Will Employment

All employment at Altadena Library District is "at will." That means that either the employee or Altadena Library District have the right to terminate employment at any time, with or without advance notice, and with or without cause. As a part of this "at-will" policy, employees understand that Altadena Library District reserves its inherent right to manage its business and all issues pertaining to employee's employment, including all matters pertaining to promotion, job assignment, compensation, demotion, transfer, discipline, and size of work force. This handbook does not alter the "at-will" relationship between the employer and employee.

Equal Employment Opportunity and California's Fair Employment and Housing Act

The success of Altadena Library District is due to the contributions of employees from diverse backgrounds, national origins, and heritage. It is Altadena Library District policy to provide equal employment opportunity for all applicants and employees.

Altadena Library District does not unlawfully discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, or sexual orientation, gender identity, or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws. This prohibition also includes a 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. Additionally, the Company does not discriminate against any employee who is an officer, warrant officer, or enlisted member of the military or naval forces of the state or of the United States because of that membership. Altadena Library District also makes reasonable accommodations for disabled employees and employees with sincerely held religious beliefs. Finally, Altadena Library District prohibits the harassment of any individual on any of the basis listed above. For information about the types of conduct that constitute impermissible harassment and Altadena Library District internal procedures for addressing harassment complaints, please refer to the Policy Against Harassment.

This nondiscrimination policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, leaves of absence, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should discuss them with the Manager and/or follow the general complaint procedure set forth in this Employee Handbook.

Employees with Disabilities

1. Policy

In accordance with the Americans with Disabilities Act (ADA) and/or the Fair Employment & Housing Act (FEHA); Altadena Library District does not discriminate against any "qualified individuals with a disability." Individuals qualify for employment if they meet the education, skills, and experience requirements of a position and can perform the essential functions of the job with or without a reasonable accommodation. It is the responsibility of the employee to request an accommodation of his or her physical or mental disability by contacting the Manager. In accordance with the ADA and/or FEHA, Altadena Library District will take such requests seriously and will promptly determine whether the employee is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee

to perform the essential functions of the job without imposing an undue hardship on Altadena Library District or other employees or pose a direct threat to health or safety.

2. Reasonable Accommodation

Qualified individuals with disabilities may require reasonable accommodation during the application process and/or during the course of their employment in order to perform the essential functions of the job. Requests for reasonable accommodation can be made verbally or in writing to the employee's Manager or Human Resources and/or by following the general complaint procedure set forth in this Employee Handbook.

A job applicant may make a request for accommodation to the recruiter, hiring manager, or Human Resources.

The reasonable accommodation process is activated whenever:

- A request for reasonable accommodation is made, verbally or in writing, by the employee or applicant, or someone acting on the employee's/applicant's behalf.
- An employee with a known physical or mental impairment is observed by management having difficulty performing essential functions of his or her job because of his or her impairment.

Verbal requests for reasonable accommodation will be documented to ensure that every request receives a timely decision.

3. Interactive Process

Whenever the reasonable accommodation process is activated, the five-step interactive process is initiated to determine whether an accommodation can be provided to the job applicant or the employee. The steps are as follows:

- (1) Determine whether individual has a disability.
- (2) Determine the essential functions of the job.
- (3) Identify the abilities and limitations of the individual.
- (4) Identify potential accommodations.
- (5) Determine the reasonableness of the accommodations and select options.

The interactive process may not be required if it is definitively clear that an individual is not a qualified individual with a disability.

Genetic Information

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits genetic information discrimination in employment. Title II of GINA prohibits the use of genetic information in making employment decisions, and from requesting, requiring or purchasing genetic information, and strictly limits the disclosure of genetic information. Based on Title II of GINA, the Company will not discriminate against employees or applicants on the basis of genetic information when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoffs, training, fringe benefits, or any other term or condition of employment.

Additionally, the Company will not tolerate harassment of any person associated with the Company, including employees, customers, vendors, and suppliers, because of his or her genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant or employee's genetic information, or about the genetic information of a relative of the applicant or employee.

Under Title II of GINA, the Company may obtain genetic information under the following circumstances:

- Inadvertent acquisitions of genetic information that do not violate GINA, such as in situations where a manager or Manager overhears someone talking about a family member's illness.
- Genetic information (such as family medical history) obtained as part of health or genetic services, including wellness programs, offered by the Company on a voluntary basis, provided certain specific requirements are met.
- Family medical history acquired as part of the certification process for FMLA leave (or leave under similar state or local laws or pursuant to Company policy), where an employee is asking for leave to care for a family member with a serious health condition.
- Genetic information acquired through commercially and publicly available documents like newspapers.
- Genetic information acquired through a genetic monitoring program that monitors the biological effects of toxic substances in the workplace where the monitoring is required by law or, under specific defined conditions, where the program is voluntary.
- Acquisition of genetic information of employees who engage in DNA testing for law enforcement purposes as a forensic lab or for purposes of human remains identification, however, the genetic information will only be used for analysis of DNA markers for quality control to detect sample contamination.

Genetic information will be confidentially maintained in a separate medical file. No genetic information will be shared with the exception of disclosing relevant genetic information to government officials investigating compliance with Title II of GINA and for disclosures made pursuant to a court order.

Immigration Law Compliance

Altadena Library District is committed to full compliance with federal immigration laws. These laws require that all individuals provide documents proving their identity and legal right to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. This must be done within the first three days of employment. Failure to present the required documents may lead to dismissal. Any falsification of documentation required by the immigration laws will result in immediate termination.

Company Position on Labor Unions

It is Altadena Library District's belief that direct interaction between our employees and management is essential for the continued maintenance of good employee relations. We are committed to protect the personal rights and independence of our employees from outside interference of any union or agent.

Open Door Policy

Altadena Library District is committed to complying with all employment regulations, guidelines and laws, both state and federal. Any employee who has concerns or complaints regarding any aspect of his/her employment may initiate a discussion with his/her Manager. Although employees may directly contact the Director at any time, the Company recommends that employees maintain open lines of communication with their Managers by reviewing concerns with them first. Problems will be dealt with promptly and will involve only necessary personnel. Employees may also utilize the Workplace Reporting Hotline.

General Complaint Procedure

1. Employees who have a concern or complaint regarding any aspect of his/her employment should immediately contact the Manager, Human Resources Department or other designated representative or the Workplace Reporting Hotline and formally report their concern pursuant to this complaint procedure.
2. The employee may be asked to, among other things, specify the specific circumstances of their concern or complaint and whether it has occurred on other occasions.
3. The designated representative will then investigate the concern or complaint.
4. The Company will take appropriate action as expeditiously as possible on the complaint.
5. The resolution of the situation will be documented and placed with the affected employees' records.
6. The Company may, from time to time, establish a practice to regularly audit employment practices.
7. Employees who utilize this complaint procedure shall not be retaliated against for making use of this policy. Employees with questions concerning this policy are encouraged to contact the Manager, Human Resources Department or other designated representative.

The Company does not participate in any unlawful "immigration-related practices", and prohibits retaliation, discrimination, or other adverse employment action against employees who exercise their employee rights, or who make a complaint about employment rights (under the Labor Code), including but not limited to any written, or oral complaints of owed unpaid wages. This includes a prohibition against reports, or threats to report employees, former employees, prospective employees, or family members to immigration authorities.

Workplace Reporting Hotline

Altadena Library District provides all employees with a Workplace Reporting Hotline, which provides third party assistance to employees for reporting concerns of, including:

- Harassment
- Accounting Fraud
- Violence or Threats
- Unsafe Working Conditions
- Discrimination
- Misconduct
- Conflicts of Interest
- Compliance Violations

The Hotline is independently staffed by an outside entity, committed to preserving callers' anonymity, although confidentiality cannot be guaranteed. Information may be shared with management. Employees who wish to utilize the Hotline to report an occurrence listed above should call HRNETwork (844-474-6854). For further information, please contact a member of management or call the Hotline directly.

The Workplace Reporting Hotline is for non-emergency assistance. If a life-threatening or safety issue arises, employees should contact the appropriate emergency services personnel.

Employment of Relatives

Relatives of present employees may be hired by Altadena Library District only if (1) the individuals concerned will not work in a direct Manager relationship, and (2) the employment will not pose difficulties for supervision, security, safety or morale. "Relatives" are defined as spouses, children, sisters, brothers, mothers or fathers, and persons related by marriage. Present employees who marry or who become related by marriage will be permitted to continue employment with Altadena Library District only if they do not work in a direct Manager relationship with one another, or otherwise pose difficulties for supervision, security, safety or morale.

Based upon a bona fide occupational qualification or need, or where based upon applicable security regulations established by the United States or the State of California, if employees who marry or who become related by marriage do work in a direct Manager relationship with one another, Altadena Library District will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, then one of the employees may be required to leave Altadena Library District.

Outside Employment

Current employees may hold an outside job as long as the employee meets the performance standards of your job at Altadena Library District. If the Company determines that your outside work interferes with your performance or the ability to meet the requirements of Altadena Library District as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with Altadena Library District.

Outside employment that constitutes a conflict of interest is prohibited. You may not receive any income or material gain from individuals outside Altadena Library District for materials produced or services rendered while performing your job at Altadena Library District.

Employees who engage in outside employment must disclose such employment and get written approval from their immediate Manager. Failure to adhere to this guideline (including failure to disclose any conflicts or to seek an exception) may result in disciplinary action up to and including termination of employment.

Background Investigations

Background investigations are completed for all candidates-for-hire as a condition of employment with the Altadena Library District. Upon receiving an offer of employment, a background investigation will be conducted on all candidates which includes an employment verification, criminal offense check, social security number check, and a college degree check (where applicable based on the requirement of the job). For those employees who are required to drive a Company-owned vehicle or their own vehicles on Company business, a DMV record check will also be obtained upon offer of employment, and annually thereafter (see Company Vehicle and Driving Policy).

Introductory Period

The first 90 days of continuous employment at Altadena Library District is considered an introductory period, although there is no guaranty of continued employment for any period of time. During this time, you will learn your responsibilities, get acquainted with fellow employees, and learn the practices and processes of the Company.

Hours of Work

Altadena Library District business hours are outlined below.

- Main Library: Monday-Tuesday – 10:00 a.m. – 9:00 p.m.; Wednesday-Saturday – 10:00 a.m. – 6:00 p.m.
- Branch Library: Monday-Tuesday – 10:00 a.m. – 6:00 p.m., Wednesday-Thursday – 10:00 a.m. to 8:00 p.m., Friday 10:00 a.m. – 6:00 p.m.

All employees will generally be scheduled an eight (8) hour workday between these hours, with a 30-60 minute unpaid and off-duty meal period. Altadena Library District reserves the right to modify employees' starting and quitting times and the number of hours worked..

Employee Classifications

1. 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.

2. Full-Time Employees

Regular full-time employees are those who are scheduled for and do work 30 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

3. 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 Altadena Library District benefits on a pro-rated basis:

4. Temporary/Seasonal Employees

Temporary/seasonal 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/seasonal employees are not eligible for employee benefits except those mandated by applicable law.

5. Rehired Employees

Employees that terminate employment in good standing and then are rehired by Altadena Library District are subject to the following rules:

Break-in-Service Greater than 12 Months: If an employee is rehired after a break in service greater than 12 months, he/she will be treated as a new hire for placement, compensation and benefits purposes.

Break-in-Service Less than 12 Months: If an employee is rehired after a break in service of 12 months or less and is *rehired in the same position* held prior to the break in service:

- The employee's vacation accrual rate will be reinstated to the rate held prior to the break in service and the employee's unused sick leave hours prior to the break will be reinstated.
- The employee's previously accrued and unused paid sick days will be reinstated.

- The employee's insurance benefits will be reinstated in accordance with Group Benefits Program (GBP) regulations.
- All other benefits will be reinstated to the level they were at prior to the break in service.

If an employee is rehired after a break in service of 12 months or less and is rehired in a *different position* from that previously held, all benefits will be reinstated to the level they were at prior to the break in service; however, the employee will be treated as a new hire for placement and compensation purposes.

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II. COMPENSATION

Performance and Pay Review

Generally, employees will receive performance reviews annually. However, performance reviews may be conducted more frequently or less frequently, depending upon the business needs of the employer. The purpose of the review is to evaluate your current level of performance, to examine the progress you have made since the last review and to establish goals for your next review.

Pay increases are entirely within the discretion of the employer and may be given at the time of a performance review, although it is not automatic. Among other factors, increases in pay are given on the basis of merit and economic conditions.

Exempt/Non-Exempt Classification

1. Non-Exempt Classification

Non-exempt employees receive hourly wages and are subject to applicable state and federal wage and hour laws, i.e. overtime pay.

2. Exempt Classification

Exempt employees are those who are exempt from certain wage and hour laws, e.g. overtime pay. Exemption is established using state and federal guidelines based on job content and a salary basis test. Exempt employees receive an annual salary, in equal payments at a specified time interval.

Record Keeping of Time Worked

1. Non-Exempt Record Keeping

Non-exempt employees must complete a time record each week showing the number of hours worked that week. Time records provide the information needed for payroll calculations and record the number of hours worked, as required by law for non-exempt employees. Accurate recording of time is essential. Timely submission of time records is mandatory. Failure to submit information in a timely manner or falsification of hours on a time record may result in disciplinary action.

2. Entries

Entries are made for the exact time the employee commences work each day; the time work stops for lunch; the time work resumes after lunch and the time the employee stops work at the end of each day. Employees record this information daily and sign the time card at the end of each week. Time cards are submitted to the Manager at the end of each workweek for review and signing by the Manager.

In the event an employee is absent, the employee makes an explanatory notation on the time card, i.e., "vacation," "jury duty," "illness."

Work outside normally scheduled hours must be authorized in advance by the Manager and is recorded and paid in the same manner as work performed during scheduled hours.

3. Approval (effective until April 1, 2017)

Managers must review and approve all time cards prior to submission to the Finance Department no later than three (3) days prior to the end of the pay period being reported. Each employee must complete and sign his/her own time card. Cards must not be completed or signed by anyone else, including the

Manager. Cards without the Manager's signature are considered incomplete. Falsification of hours or signatures by the employee or Manager on a time card may be cause for dismissal.

If a time card has not been prepared or an error has been made on a time card, the employee will notify the Manager. Both the employee and Manager are required to initial corrected time cards.

4. Exempt Employees

All exempt classified employees are required to accurately and immediately report any absence, paid or unpaid. If you are absent from work, you are required to make an explanatory notation on the time sheet provided for salaried employees, i.e., "vacation," "jury duty," "illness", etc., and submit it to the Finance Department no later than three (3) days prior to the end of the pay period being reported of the week following the week being reported.

Time Clock Rounding Practices (Non-Exempt)

The Company uses the California and Federal DOL accepted practice of computing working time by rounding to the nearest 15-minute increment when calculating the number of hours worked. This rounding grace period policy compensates employees who punch in 7 minutes early or punch out 7 minutes late based on their work schedule. Employee time from 1 to 7 minutes will be rounded down, and not counted as hours worked. Employee time from 8 to 14 minutes will be rounded up and counted as a quarter hour of work time.

The Payroll Department periodically audits time records to ensure that the Company's rounding practice does not result, over a period of time, in a failure to properly compensate employees for all hours actually worked.

Off-the-clock work is not permitted, and any employee who performs work while not clocked in should notify his/her supervisor so that he or she will be paid for this time.

Any employee who does not understand the Company's policy regarding the rounding practice, or who believe their pay has been improperly calculated and wishes to initiate an inquiry into their pay records, should utilize the Company's Compensation Complaint Procedure (found in the Compensation section).

Overtime Pay (Non-Exempt)

Non-exempt employees will be paid for their hours worked in accordance with all federal and state wage and hour laws and regulations. Employees who qualify as exempt under the state and FLSA exemption list are exempt from receiving overtime pay and meal and rest breaks. Unless otherwise provided, the workweek on which weekly overtime calculations will be based begins each Sunday at midnight; and each workday on which daily overtime calculations will be based begins at midnight.

1. Preauthorization

All overtime work by a non-exempt employee must be approved in advance by the employee's Manager. Under normal circumstances, work should be completed during regular work hours. Managers will request overtime work or work outside of regularly scheduled hours only when necessary and with as much advance notice as possible. Employees who work unauthorized overtime or who refuse to work assigned overtime based on the requirements of the job and as previously agreed to upon hire, may be subject to disciplinary action.

2. Calculation

Overtime is calculated according to the employee's regularly scheduled hours and applicable laws. For all non-exempt employees, hours worked up to eight (8) hours in one day or forty (40) hours in any one-work week will be paid at the current rate. Hours worked over eight (8) hours in one day or over forty (40) hours in a week will be paid at 1.5 times the employee's regular rate. Hours worked in excess of twelve (12) hours in any workday and for all hours worked in excess of eight (8) on the seventh consecutive day of work in a workweek will be paid at two (2) times the employee's current rate.

California Meal Periods and Rest Breaks Policy (Non-Exempt)

1. Policy

Altadena Library District strictly follows the California Labor Code, case law, and applicable IWC wage order, which require the employer provide the opportunity for an unpaid, duty-free meal period to all non-exempt employees to begin before the end of the 5th hour of work. A duty-free meal period is defined as a minimum 30-minute uninterrupted period where employees are relieved of all duties and, the Company relinquishes control over employees' activities. The Company will not impede or discourage employees from taking their meal period. No work may be performed during any meal or rest period, unless authorized by the Company and mutually agreed upon in writing.

Three scenarios of how the meal period may be impeded and the resulting pay owed:

- 1) Employer authorizes and both employer and employee mutually agree to waive the meal period. All time worked is paid at straight time and no meal period premium is owed.
- 2) The employee voluntarily works through their meal period without authorization or knowledge of employer. All time worked is paid at straight time. The employee may be subject to disciplinary action for working unauthorized.
- 3) The employee works through meal period, upon the employer's request and with employer's knowledge. All time worked is paid at straight time plus a one-hour meal period premium is owed.

The unpaid meal period, which must be taken for at least thirty minutes, must commence before the end of the fifth hour of employment. If a non-exempt employee works more than ten hours in one day, the employee may take a second unpaid meal period of at least thirty minutes, which may be waived by mutual consent of both the employer and employee, provided the first meal period was taken. If the total work period per day is no more than six hours, the meal period may be waived by mutual consent of both the employer and employee.

Altadena Library District authorizes and permits duty-free rest periods for all non-exempt employees. Rest periods consist of at least ten minutes of "net" rest time for each four-hour work period or a major fraction thereof. Rest periods generally occur in the middle of the work shift to the extent practicable. Rest periods are not documented in employee time records.

2. Meal Period and Rest Break Recordkeeping

Altadena Library District monitors and maintains records to ensure the accuracy that time records reflect the beginning and ending time of each work period, as well as meal periods, and total daily hours worked. Employees are required to "clock out" for meal periods. Additionally, employees are required to sign and date, under penalty of perjury, on each time record for each payroll period that:

- a) They agree to follow the Meal Periods and Rest Breaks Policy;

- b) The employee has complied with the rest/meal period policy unless otherwise noted on the time record (e.g., missed rest or meal period with a notation of the reason);
- c) That their time entries are accurate; and
- d) Sign the appropriate written waiver form, if applicable.

3. Policy Enforcement

Violations of any part of this policy will be enforced with disciplinary action. If an employee becomes aware of any violations of meal or rest period rules, either with respect to him/herself or others, the employee must promptly report it to his/her Manager.

Meeting and Training Pay (Non-Exempt)

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

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her Manager;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their current rate of pay.

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

Split Shift (Non-Exempt)

Depending on your schedule of work and your rate of pay, you may be eligible for a split shift premium. Those who are eligible and who work a "split shift" (more than one hour between shifts), may be entitled to a split shift premium payment of one (1) hour. Premium payments are not included for the purposes of overtime calculations.

Reporting Time Pay (Non-Exempt)

Reporting time pay will be paid to non-exempt employees when an employee reports to work at his/her regularly scheduled time, but is not put to work or is given less than half the usual or scheduled day's work. Reporting time pay will be at least half of the hours you are scheduled to work during your shift, but no more than four (4) hours of pay. Additionally, if an employee is required to report to work a second time in the same workday and is provided with less than two hours of work, the Company will pay two hours at the employee's regular hourly wage rate.

Reporting time pay is not counted in the employee's regular rate for purposes of calculating overtime wages.

Reporting time will not be paid under the following circumstances:

- On a paid "on call" status:

- When operations cannot begin due to threats to the Company or the Company's property or when recommended by civil authority;
- When public utilities fail, such as water, gas, electricity, or sewer; and
- When work is interrupted by an act of God or other causes not within the Company's control.

Additionally, the Company is not obligated to pay reporting time pay under the following circumstances:

- If the employee is not fit to work.
- If the employee has not reported to work on time and is fired or sent home as a disciplinary action.

Employees with questions regarding reporting time pay should contact [their Managers/human resources/other job title].

"Called In" Pay (Non-Exempt)

When a non-exempt employee is called in to work on a day other than his/her normal work schedule (when there is no specified number of hours the employee is scheduled to work), that employee will be paid at least two hours pay.

Change Notice To Employee (Non-Exempt)

All non-exempt employees will be provided and required to sign a Notice of Change form, at the time of hire and within seven (7) calendar days of any change, when any of following changes occurs:

- Rate of pay, including any overtime rate
- Allowances, including meal and lodging allowances
- Designated pay day
- Name of the employer, including any "DBA" names
- Employer's physical address and telephone number
- The name, address and telephone number of the employer's workers' compensation carrier
- Sick leave policy

Payday and Pay Check Distribution

Employees are paid semi-monthly, for the pay period of the prior two weeks, the 1st-15th and 16th to the end of the month respectively. For non-exempt employees, time cards must be completed so that paychecks will be issued timely and accurate. If a payday falls on a holiday, paychecks will be distributed on the preceding workday. Checks are distributed by the Finance Department on the date assigned for payment. If the employee is absent when the paycheck is distributed, the employee may claim the paycheck from the Finance Department when the employee returns.

Direct Deposit

Altadena Library District provides, and encourages, direct deposit of paychecks. This is a service which saves you time and provides added security. With this option, each paycheck will be automatically deposited to your checking or savings account as designated by you. Each payday, you still receive a pay stub for your records -- much like a voided check with all the same information, which would appear on your regular check -- except the face of the check is voided. No trips to the bank are necessary because your pay appears in your bank account on payday or in some cases the night before. Direct Deposit will be initiated one pay period following the receipt of the signed authorization form from the employee.

Salary Deductions

Certain deductions required by law will be made from each employee's wages. These include state and federal income taxes, social security (FICA) taxes and state disability insurance (SDI) payments where applicable. Other non-statutory deductions will be made upon employee authorization for additional health and/or life insurance options, voluntary tax-deferred investment (CalPERS) program.

Garnishments

If the Company receives a court order for garnishment of your wages, Altadena Library District will follow these guidelines:

- Advise you of the court order and the date the first deduction will be made;
- (*Federal*). The garnishment may not exceed 25% of your weekly disposable earnings or the amount by which your disposable earnings for the week exceed 30 times the federal minimum hourly wage in effect at the time the earnings are payable. Disposable earnings are defined as the portion of your earnings that remains after deducting all amounts required to be withheld by law.
- (*California*). The garnishment may not exceed the maximum amount of disposable earnings subject to wage garnishment is the lesser of either 25% of the individual's disposable earnings for that week or 50% of the amount by which the individual's disposable earnings for that week exceed 40 times the state minimum hourly wage.
- If you are subject to multiple garnishments, the Company will pay child support payments first; and
- The Company will retain a copy of the court orders in your personnel file as the legal basis for making the payroll deduction.

Compensation Compliance Policy

Altadena Library District complies with all laws, both state and federal, regarding pay practices. The Company does not participate in any unlawful "immigration-related practices", and prohibits retaliation, discrimination, or other adverse employment action against employees who exercise their employee rights, or who make a complaint about employment rights (under the Labor Code), including but not limited to any written, or oral complaints of owed unpaid wages. This includes reports, or threats to report, employees, former employees, prospective employees, or family members to immigration authorities.

In the event of an inadvertent or improper pay deduction overpayment or error, affected employees must immediately report their concern to the Finance Department. Altadena Library District will review the situation thoroughly and make any corrections to an employee's pay deemed necessary. Questions or concerns about Altadena Library District policy should also be addressed to your Manager or the Human Resource Department.

Compensation Complaint Procedure

1. Employees who believe their pay has been improperly calculated or questions on their exemption status should immediately contact the Finance Department and formally report their concern pursuant to this complaint procedure.
2. The employee will be asked to specify in writing, using the guidance above, the specific circumstances of the pay miscalculation and whether it has occurred on other occasions.

3. The designated representative from the Payroll Department will then investigate the claim by reviewing pay records and likely interviewing other employees, Managers or managers, as well as the payroll representatives handling the employee's pay, to determine the nature and scope of the employee's issue.
4. If pursuant to this review a compensation calculation is found to have been made in error, the Finance Department will correct the error as expeditiously as possible.
5. If a compensation error is found, the designated representative will further determine if this was an isolated incident or a pattern of conduct that requires further action on the part of the ~~agency~~ Company. If warranted, the Finance Department may make retroactive corrections to assure that compensation calculations are completed in compliance with both state and federal laws.
6. The resolution of the situation will be documented (including confirmation on the part of the employee that the situation has been resolved) and placed with the employee's records.
7. The Finance Department may, from time to time, establish a practice to regularly audit employee pay records.
8. Employees who utilize this complaint procedure shall not be retaliated against for making use of this policy. Employees with questions concerning this policy are encouraged to contact the Finance Department.

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III. EMPLOYEE BENEFITS

General Overview

Altadena Library District provides benefits for its regular, full-time eligible employees. Full-time employees are employees who are normally scheduled to work, on average, at least thirty (30) hours per week. Any employee working less than, on average, thirty (30) hours per week will be considered a part-time employee and are not eligible for Company except for those mandated by law. Altadena Library District reserves the right to eliminate or modify any of its benefits at any time.

Insurance Benefits

1. Worker's Compensation Insurance

Altadena Library District carries Workers' Compensation insurance coverage, as required by law, to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. Worker's Compensation benefits are paid in accordance with a statutory schedule established by the state. An employee who suffers any on-the-job injury must report that incident to his/her Manager or department head as soon as possible, and complete an "Injury Report" form. The location of Altadena Library District's MPN (Medical Provider Network) is located on the employee notice board.

You should be aware that California law makes it a crime to file a knowingly false or fraudulent claim for Workers' Compensation benefits, or to submit knowingly false or fraudulent information in connection with any Workers' Compensation claim. Violation of this law is punishable by imprisonment of up to five (5) years, a fine of up to \$50,000 or both. Filing a false or fraudulent Workers' Compensation claim is also a violation of Company policy, and will result in disciplinary action, up to and including termination.

2. Medical, Dental and Vision Insurance

All regular full-time employees and their dependents are eligible to participate in Altadena Library District's health and dental insurance plan starting the 1st of the month following date of hire. Contact Human Resources for more information about plan specifics.

Altadena Library District also offers a contributory employee vision plan for regular full-time employees. Enrollment is effective the 1st of the month following date of hire. Contact Human Resources for more information about plan specifics.

Part-time and temporary employees are not eligible for health insurance benefits.

3. Life Insurance

All regular full-time employees are eligible for group life insurance the 1st of the month following date of hire. Consult Human Resources or the summary plan document for more specific information.

4. Conversion/Post-Employment Insurance Options (COBRA)

Pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), eligible employees and their dependents may be entitled to continue insurance coverage if you lose your group health coverage benefits because of a reduction in your hours of employment or the termination of your employment with Altadena Library District for reasons other than gross misconduct on your part. Any questions concerning your rights under COBRA should be directed to the Manager.

5. Notification of Life Changing Events

The Finance Department is responsible for maintaining complete and up-to-date employment records for all current employees. Employees are responsible to notify the Manager within thirty (30) days of the occurrence of any "life changing event," as the event may impact insurance coverage and eligibility. These events consist of:

- Change in your marital status (such as marriage, divorce, annulment or legal separation)
- Termination of your spouse's or registered domestic partner's full-time employment
- Loss of your spouse's or registered domestic partner's coverage under another employer's benefits plan (allows you to change only the coverage lost, e.g., medical, dental)
- A change in your family status, such as gaining or losing an eligible dependent
- Spouse or registered domestic partner gaining benefits through a new employer or first offer of benefits through spouse's or registered domestic partner's current employer (open enrollment periods excluded)

Employees should also promptly notify the Manager of any changes in their name, home address, telephone number, and insurance or retirement plan beneficiaries.

CalPERS Retirement Program

Altadena Library District participates in the CalPERS Retirement Plan, which is provided to all regular full-time employees upon hire. CalPERS is a public pension fund and meets all the requirements of the Employee Retirement Income Security Act of 1974. Plan details and eligibility requirements are available from the Company's designated benefits broker.

IV. HOLIDAYS, VACATION, AND SICK LEAVE

Holidays

Altadena Library District observes the following standard holidays and provides all full-time employees time off with pay at their normal base rate unless otherwise provided in this policy:

New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Friday after Thanksgiving
Presidents' Day	Christmas Eve
Memorial Day	Christmas Day
Independence Day	1 Additional Holiday (<i>Date selected annually by Administration and approved by the Board</i>)
Labor Day	
Veterans' Day	

1. Eligibility

In order to be eligible for holiday pay, the employee must work the scheduled day before and after the holiday, or be on an approved vacation/sick leave.

Part-time employees will receive holiday pay if the holiday falls on their normally scheduled workday.

Employees on a leave of absence do not receive holiday pay while on a non-Company paid leave.

2. Rate of Pay

Non-exempt employees who work on a scheduled holiday will be paid at 1-1/2 times their current rate for all hours worked, plus eight (8) hours' straight-time pay for the holiday. Double time will be paid for all hours worked in excess of twelve (12) hours on a holiday, in addition to the eight (8) hours' straight-time pay for the holiday.

3. Pay in Lieu of Time Off

Altadena Library District may, at its discretion, require an employee to work on scheduled holidays and provide pay in lieu of time off.

4. Weekends and Vacations

Holidays falling on a Saturday or Sunday are normally observed on the preceding Friday or the following Monday respectively and will be a paid holiday on the designated day. Holidays that occur during an employee's vacation are not to be counted as vacation days taken.

Free (Paid) Holidays

1. Eligibility - Regular Full-Time Employees

Regular full-time employees are granted three (3) days or 24 hours per year of free (paid) holiday time. Total hours are granted on January 1st.

As this benefit is holiday pay, the holidays must be tied to a date or a specific event. Therefore, by January 7th of each year, the employee must submit a request to their supervisor of which days/date they wish to designate their free (paid) holidays. Any changes to this schedule must be approved in advance by the supervisor.

NOTE: Certain full-time employees accrue an additional free (paid) holiday. Employees on this schedule will be grandfathered to continue receiving the additional benefit, however, it must also be designated by January 7th of each year.

Employees hired during the year shall be granted pro-rated free (paid) holidays based on the appropriate the number of full months remaining in the year. Employees who receive pro-rated free (paid) holidays, must submit a request to their supervisor of which days/date they wish to designate their free (paid) holidays within 15 days of hire.

2. Eligibility – Part-Time Employees

Part-time and temporary are not eligible for free (paid) holidays.

3. Use of Free Holidays

The use of free (paid) holidays is requested by employees and approved by the Manager. Free (paid) holidays are subject to the approval of the Manager and shall be scheduled based on the need to maintain service to the community.

4. Free Holiday Accrual during Leaves of Absence

No free (paid) holiday accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-Company paid wage replacement. Free (paid) holiday accruals recommence when the employee returns to work.

5. Free (Paid) Holiday Pay on Termination

Employees do not receive pay for unused free (paid) holidays upon termination of employment.

Vacation Policy

Altadena Library District provides vacation benefits to eligible employees to enable them to take paid time off for rest and recreation. Altadena Library District believes this time is valuable for employees in order to enhance their productivity and to make their work experience with Altadena Library District personally satisfying.

1. Eligibility

All regular full-time employees (and part-time employees on a pro-rated basis) who have completed six months of continuous service, measured from the date of hire, are eligible for vacation benefits, per the following schedule:

Regular Full-Time Employees

Years of Service (Upon Anniversary)	Annual Benefit (Days)	Semi-Monthly Accrual (Days)	Maximum Accrual Balance (Days)
0-5	15	0.625	22.5
6-9	18	0.075	27
10-14	20	0.833	30
15+	25	1.042	37.5

Part-Time Employees (Who Work 20-30 per Week, On Average)

Years of Service (Upon Anniversary)	Annual Benefit (Hours)	Semi-Monthly Accrual (Hours)	Maximum Accrual Balance (Hours)
1-4	37	1.54	55.5
5-10	55.5	2.31	83.25
10+	74	3.08	111

Temporary employees and employees who work less than twenty (20) hours per week do not accrue vacation benefits.

2. Rate of Pay

Vacation is paid at the employee's current rate of pay at the time the vacation is taken and paid. It does not include or is used in calculations for overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

3. Maximum Accrual

Vacation accruals may not exceed 1.5 times an employee's current annual entitlement. Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and his/her accrued hours have dropped below the maximum.

4. Pay in Lieu of Vacation

No employee will receive pay in lieu of vacation except on the termination of his/her employment, as described below, unless the employee has deferred his/her vacation at Altadena Library District's request.

5. Vacation Accrual during Leaves of Absence

No vacation accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-Company paid wage replacement. Vacation accruals recommence when the employee returns to work.

6. Vacation Pay on Termination

Upon termination of employment, the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his/her termination.

7. Vacation Approval and Scheduling

All vacation time must be approved in advance. Scheduling of vacations is to be done in a manner consistent with Altadena Library District's operational requirements. Vacation requests should be submitted by employees to their immediate Manager for approval at least two (2) weeks prior to the commencement of a vacation period. In the event that two (2) or more employees have requested vacations covering the same period and may not be absent simultaneously, preference shall be given based on the needs of the business. If employees wish to receive their pay prior to going on vacation, they must make a vacation request at least two (2) weeks in advance. Subject to Manager approval, an employee may otherwise schedule and take vacation at any time once it has accrued.

8. Voluntary Cash Out

Employees have the option of cashing out a portion of their accrued vacation balance two (2) times per year to a maximum 80 hours. Employees must leave a minimum of 40 hours in their vacation bank at the time of voluntary cash out.

Example 1: An employee's vacation balance is 60 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may elect to cash out up to 20 hours.

Example 2: An employee's vacation balance is 35 hours. Because the employee must leave a minimum balance of at least 40 hours, the employee may NOT request vacation cash out.

9. Vacation Advances

An employee is not permitted to borrow on future accrual of vacation benefits, except with the approval of the Manager. In no case may vacation time be borrowed or taken before an employee becomes eligible to begin accruing vacation as described above.

10. Holidays Occurring during Vacation

If an observed Company holiday (see guideline entitled Holidays) occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period. An employee may add to his/her vacation period by adding to or using the holiday period in place of accrued vacation time.

11. Vacation Increments

For non-exempt employees, accrued vacation must be taken by eligible employees in increments of at least one (1) hour.

For exempt employees, accrued vacation must be taken by eligible employees in increments of at least one (1) hour.

It is permissible to substitute or reduce the accrued leave in the plan for the time an employee is absent from work, whether the absence is a partial day or full day, without affecting the salary basis of payment, if the employee nevertheless receives in payment his or her guaranteed salary.

Paid Sick Leave

1. Eligibility and Accrual

All regular full-time employees are eligible for ninety-six (96) hours sick leave per calendar year. All regular part-time employees and temporary employees who work at least 30 days per year are eligible for one (1) hour of sick leave for every 30 hours worked, up to maximum of three (3) days' sick leave per calendar year.

Paid sick leave is accrued on a monthly basis. Unused sick leave at the end of the year rolls over to the following year, up to a maximum of six (6) days or 48 hours in the employee's sick leave account. An employee will not accrue more the maximum eligibility of ninety-six (96) hours sick leave. Once this maximum is reached, all further accruals will cease. Sick leave accruals will recommence after the employee has taken Paid Sick leave and his/her accrued hours have dropped below the maximum.

2. Rate of Pay

Sick pay is paid at the employee's current rate of pay, or in the same manner as other leaves are calculated, at the time of absence.

Paid Sick Leave is not included or used in calculations for overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

3. Notification

If the need for paid sick leave is foreseeable, the employee shall provide reasonable advance notification. It is the employee's responsibility to personally call and speak directly with their Manager in order to report their absence from work, unless in an emergency situation. Under no other circumstances will a voice message be an acceptable form of absence notification. The Manager must be contacted each subsequent day of absence.

The employee will be asked to provide the Company with a note from their physician on the 4th consecutive day of absence due to illness (for absences of the 4th day and beyond) or after exhausting 3 days of sick leave in a calendar year.

After 3 days of consecutive illness, the Company requires the employee to provide a release from the doctor that identifies the employee is able to return to work, or if modified work is needed, the restrictions necessary for the restricted duty.

Medical certifications must either be provided in person to the Manager or faxed to the Manager at (626) 798.0425. If faxed (either by the employee or the Dr.'s office), it is the responsibility of the employee to verify receipt that the Dr.'s Certification has been received.

4. Use

In addition to leave for reasons stated above, Paid sick leave may also be applied as follows:

- Sick leave may be taken for personal illness, emergency, or disability, or for a family-care leave purpose as described in Altadena Library District's family-care and medical-leave policy.
- Hours absent for medical and dental appointments will be treated as sick leave.
- New employees who are absent due to illness or disability during their introductory periods will not be compensated.
- Altadena Library District retains the right to request verification from a licensed health-care provider for all absences due to illness or disability.
- Sick leave will not accrue during any leave of absence.

5. Pay in Lieu of Sick Leave

No employee will receive pay in lieu of sick leave under any circumstances, and employees will not receive pay for unused sick leave on termination of employment.

6. Sick Leave Increments

For non-exempt employees, sick leave must be taken by eligible employees in increments of at least two (2) hours.

For exempt employees, sick leave must be taken by eligible employees in increments of at least two (2) hours.

7. Enforced Sick Leave

Many common diseases/illnesses such as colds and the flu are communicable and are not otherwise protected medical or physical conditions under the law. Employees are encouraged to exercise discretion in determining if their condition is likely to affect the health of those around them in the workplace and call in sick when appropriate; accommodations to cover pending work will be made when needed. If a Manager reasonably suspects based on objective criteria that an employee may be suffering from one of these common conditions, he/she may require an employee to go home if in the Manager's opinion the individual is not only jeopardizing the individual's health, but also greatly increasing the possibility of affecting the health of other employees. Such absence will be charged against accrued sick leave, if available; if not, it may be charged to vacation leave or leave of absence without pay.

Paid Absence

The Company provides a paid absence benefit under the following two circumstances. The employee's benefit status will not be altered during a paid leave of absence. All paid leaves must be approved, in advance of the leave, by the employee's Manager.

1. Voting Time Off (Non-Exempt)

The Company provides all regular, full-time non-exempt employees up to two (2) hours paid time off to vote in a statewide primary or general election if the employee does not have time to vote outside of working hours. Any additional time off shall be without pay.

The Manager must be notified two (2) days in advance when an employee intends to take voting time off. Such time should occur at the beginning or end of the employee's regular work shift, unless otherwise approved by the Manager.

2. Bereavement Leave

The Company provides regular, full-time employees up to three (3) working days leave at the death of a child, spouse, registered domestic partner, or other immediate family members (including parents, stepparents, brothers, sisters, in-laws, grandparents or grandchildren). The Company provides regular, part-time employees two (2) working day leave at the death of immediate family. If bereavement leave is approved by Manager and taken while on vacation, that time will not be charged as vacation time.

V. LEAVES OF ABSENCE

Altadena Library District provides family-care and medical leave in accordance with the federal Family and Medical Leave Act (coordinated with the California Family Rights Act); pregnancy disability leave; disability leave for a workplace injury or as required to reasonably accommodate employees with a qualified disability; Paid Family leave; Family Military leave, and leave for other legally required absences as set forth below. Employees having any questions regarding this policy should contact the Manager.

Medical Certifications

Medical certifications for any medically-related leave must either be provided in person to the Manager or faxed to the Manager at (626) 798.0425 (note – this is/is not a confidential fax). If faxed (either by the employee or the Dr.'s office), it is the responsibility of the employee to verify receipt that the Dr.'s Certification has been received.

Family-Care and Medical Leave (and/or California Family Rights Act for California Employers)

1. Eligibility

To be eligible for family-care and medical leave, an employee must (1) have worked for Altadena Library District for at least twelve (12) months prior to the date on which the leave is to commence; and (2) have worked at least 1,250 hours in the twelve (12) months preceding the leave. However, employees who work at a location where Altadena Library District employs fewer than fifty (50) persons within seventy-five (75) miles are not eligible for family-care and medical leave.

Note: While Altadena Library District is an eligible employer under FMLA (federal) or CFRA (California), employees of Altadena Library District do not meet eligibility requirements as there are fewer than 50 employees at any Altadena Library District location within a 75-mile radius.

If you have questions about FMLA/CFRA or feel you meet the eligibility criteria, please contact Human Resources.

Pregnancy-Related Disability Leave or Transfer

1. Eligibility and Duration

Any employee who is disabled due to pregnancy, childbirth or related conditions may take up to four (4) months of pregnancy-related disability leave for prenatal care, postnatal care, loss of pregnancy, childbirth, and after pregnancy care; for each pregnancy.

2. Temporary Transfer before Childbirth

Any employee affected by pregnancy is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated.

3. Substitution of Paid Leave for Pregnancy-Related Disability Leave

An employee taking pregnancy-related disability leave must substitute any available sick pay for her leave and may, at her option, substitute any available accrued vacation time for her leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

Employees will not be paid sick leave while collecting non-Company-paid wage replacement.

4. Effect on Benefits

Employees on a pregnancy disability leave shall maintain health insurance benefits up to four months, as long as they are medically disabled.

An employee taking pregnancy disability leave will be allowed to continue participating in the Company's group health plans, retirement plans and other benefit programs (except as set forth herein), in which she was enrolled prior to the first day of the leave, up to a maximum of four months and at the level and under the conditions of coverage as if she had continued in employment for the duration of such leave. During an employee's pregnancy disability leave, Altadena Library District shall continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins.

The employee is responsible for paying the Company for the employee's portion of benefit plans and programs. The employee is also responsible prior to the start of any leave for making arrangements for submitting payment to the Company when payroll deductions are not possible. Employees should contact the Manager for more information.

Once pregnancy disability ends, if the employee requests and is eligible for CFRA leave, benefits will continue for up to 12 additional weeks while the employee is on a CFRA leave. If, after the disability period (and applicable CFRA leave) ends, the employee fails to reimburse the Company for their benefit premiums while on leave, the employee will then be offered COBRA continuation coverage.

No vacation or sick leave accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-Company paid wage replacement. Vacation accruals recommence when the employee returns to work.

5. Wage Replacement while on Pregnancy Disability Leave

California State Disability Insurance (SDI) provides partial wage-replacement for California workers out of work due to a non-industrial injury, illness, or pregnancy related condition. The SDI programs are state-mandated, and funded through employee payroll deductions.

SDI benefits can be paid only after you meet all of the following requirements:

- You must be unable to do your regular or customary work for at least eight consecutive days.
- You must be employed at the time you become disabled.
- You must have lost wages because of your disability.
- You must have earned at least \$300 from which SDI deductions were withheld during a previous period.
- You must be under the care and treatment of a licensed doctor or accredited religious practitioner during the first eight days of your disability. (The beginning date of a claim can be adjusted to meet this requirement.) You must remain under care and treatment to continue receiving benefits.
- You must complete and mail a claim form, directly with the state Employment Development Department (EDD), within 49 days of the date you became disabled or you may lose benefits.
- Your doctor must complete the medical certification of your disability.

6. Procedure for Requesting Pregnancy Disability Leave

a) Notice Requirements

Employees should notify Altadena Library District of their request for pregnancy disability leave as soon as they are aware of the need for such leave. For foreseeable events, if possible, the employee must provide thirty (30) calendar days' advance notice to Altadena Library District of the need for pregnancy disability leave. For events that are unforeseeable thirty (30) days in advance, but are not emergencies, the employee must notify Altadena Library District as soon as they learn of the need for the leave, ordinarily no later than one to two working days after the employee learns of the need for the leave. If the leave is requested in connection with a planned, non-emergency medical treatment, the employee may be requested to reschedule the treatment so as to minimize disruption of Altadena Library District's business.

If an employee fails to provide the requisite thirty (30)-day advance notice for foreseeable events without any reasonable excuse for the delay, Altadena Library District reserves the right to delay the taking of the leave until at least thirty (30) days after the date the employee provides notice of the need for pregnancy disability leave.

All requests for pregnancy disability leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a pregnancy disability leave must be received at least five (5) working days before the date on which the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the pregnancy disability leave.

b) Medical Certification

Any request for pregnancy disability leave must be supported by medical certification from a health-care provider. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within fifteen (15) calendar days after Altadena Library Districts' request for certification unless it is not practicable under the circumstances to do so. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. In the case of unforeseeable leaves, failure to provide the required medical certification within fifteen (15) days of being requested to do so may result in a denial of the employee's continued leave. Any request for an extension of the leave also must be supported by an updated medical certification.

The medical certification for pregnancy disability leave shall include (a) the date on which the leave will commence; (b) the probable duration of the leave; and (c) in the case of intermittent or reduced-schedule leave, a statement that, due to the serious health condition, the employee is unable to perform the functions of her position, the probable duration of such a schedule.

Medical certifications for any medically-related leave must either be provided in person to the Manager or faxed to the Manager at (626) 798.0425. If faxed (either by the employee or the Dr.'s office), it is the responsibility of the employee to verify receipt that the Dr.'s Certification has been received.

7. Effect on Reinstatement

Employees returning from pregnancy disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law. Employees will be provided written notice of reinstatement prior to or upon commencement of their leave.

Altadena Library District retains the right to deny reinstatement to an employee who would not otherwise have been employed in his/her same position at the time reinstatement is requested for legitimate business reasons unrelated to the employee taking pregnancy disability leave or transfer (such as a layoff due to a plant closure); or whose reinstatement would cause substantial and grievous economic injury to the Company's operation. Should an employee's position be eliminated while on leave, the Company will

provide written notice to the employee of available and comparable positions within 60 days of the employee's scheduled date of reinstatement.

Before permitting employees to return to work, Altadena Library District also may require employees to provide medical certification that they are able to return to work.

8. Other Terms and Conditions of Leave

The provisions of Altadena Library District's Family-Care and Medical-Leave policy regarding the leave's effect on pay, notice requirements, medical certification requirements and reinstatement also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying those provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

9. Nursing Mothers at Work

Altadena Library District will reasonably accommodate employees who wish to express breast milk at work. Employees who need to express breast milk at work should use their provided break time(s). If additional time beyond the normal paid rest break is needed, the time will be provided but will be unpaid/ and will be paid up to an additional 5 minutes. Employees may choose to use their meal period to express breast milk as well.

The Company provides the use of a private place to express breast milk. Please see the Manager to make appropriate arrangements.

Workers' Compensation Disability Leave

1. Eligibility and Duration

An employee is eligible for a workers' compensation disability leave if he/she sustains an injury or illness that results in lost work time and the injury/illness is deemed to be job-related, arising out of employment and occurs in the course of employment.

2. Notification

To ensure that you receive any workers' compensation benefits to which you may be entitled, you are required to do the following if you sustain a work-related injury or illness:

- Immediately report any work-related injury or illness to your Manager.
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Manager.

3. Effect on Benefits

An employee on a workers' compensation disability leave will be allowed to continue participating in the Company's group health plans, retirement plans and other benefit programs, (except as set forth herein), in which he/she was enrolled prior to the first day of the leave, up to a maximum of four (4) months, and at the level and under the conditions of coverage as if he/she had continued in employment for the duration of such leave. During an employee's workers' compensation disability leave, Altadena Library District shall continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins.

The employee is responsible for paying the Company for the employee's portion of benefit plans and programs. The employee is also responsible prior to the start of any leave for making arrangements for submitting payment to the Company when payroll deduction is not possible. If prior arrangement is not

possible, the employee should make payment arrangement as soon as it is feasible to do so. Employees should contact the Manager for more information.

If the leave extends beyond four (4) months, the employee will be responsible for the full cost of the employee's group health coverage, and will be required to reimburse the Company for the full cost of plan premiums each month beyond the four (4) months.

If, after the four (4) month period, the employee fails to reimburse the Company for their benefit premiums while on leave, the employee will be offered COBRA continuation coverage.

If the employee fails to return from the leave for a reason other than the recurrence or continuation of the health condition that brought about the leave or other circumstances beyond the employee's control, Altadena Library District can recover any health premiums paid by Altadena Library District on the employee's behalf during any unpaid periods of the leave.

No vacation or sick leave accrues during an unpaid leave of absence (unless substituted paid leave is used) or while collecting non-Company paid wage replacement. Vacation accruals recommence when the employee returns to work.

Employees will not be paid sick leave while collecting non-Company-paid wage replacement.

4. Effect on Reinstatement

Employees returning from workers' compensation disability leave are entitled to reinstatement to the same or comparable position consistent with applicable law and subject to any applicable defense (including but not limited to, business hardship). Additional rights to reinstatement may exist if the employee is a qualified person with a disability under the Americans with Disabilities Act (ADA) or California's Fair Employment and Housing Act (FEHA) and the employee can perform the "essential functions" of a position with or without "reasonable accommodation," unless that reinstatement would cause "undue hardship" or constitute a "direct threat" to the health and safety of coworkers or the employer.

Before permitting employees to return to work, Altadena Library District also may require employees to provide medical certification that they are able to return to work.

5. Other Terms and Conditions of Leave

Employees who are injured in a work-related incident will be referred to Altadena Library District's medical clinic for medical treatment for up to thirty (30) days, unless prior to a work-related injury, Altadena Library District has received from the employee a written notice that the employee wishes to be treated by his or her own physician. In all cases, employees may seek treatment from their own physician after thirty (30) days, should they so desire.

If the employee has pre-designated a physician for work-related injuries/illnesses, the employee must provide Altadena Library District with certification from his/her health care provider regarding the need for workers' compensation disability leave, as well as a return-to-work-certification upon the employee's eventual return from the leave.

The law requires Altadena Library District to notify the workers' compensation insurance Company of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

Other Disability Leaves

In addition to medical, pregnancy-related disability, and workplace injury leaves described above, employees may take a temporary unpaid disability leave of absence if necessary to reasonably accommodate an ADA-qualified disability.

Employees taking disability leave must comply with the family-care and medical-leave provisions regarding substitution of paid leaves, notice and medical certification. For the purpose of applying these provisions, a disability leave will be considered to be medical leave.

The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of their position, with or without reasonable accommodation. For a full explanation of leave duration and reinstatement rights, employees should contact the Manager.

Paid Family Leave

1. Eligibility

Employees are eligible for Paid Family Leave (PFL) immediately upon employment and upon the need for leave to care for a seriously ill family member who is unable to care for him/herself or to bond with a new child.

Note: This benefit runs concurrently with family care but not pregnancy disability leave. (Pregnancy disability is covered under SDI not PFL). PFL does not change either law in any way and is completely separate from them. Instead, PFL provides a paid benefit to employees who suffer a wage loss when they take time off work to care for an eligible family member, or to bond with a new child.

2. Ineligibility

Employees are ineligible to receive Paid Family Leave while receiving State Disability Insurance (SDI), Unemployment Insurance, or Workers' Compensation benefits.

Employees are not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time to provide care to the individual that created a need for PFL.

3. Permissible Uses of Paid Family Leave

Paid Family Leave may be requested to (1) care for a seriously ill child, spouse or domestic partner, parent, parent-in-law, grandparent, grandchild, sibling; (2) bond with a new child; (3) bond with a minor child in connection with the adoption or foster care placement of that child.

4. Amount of Leave

An employee may receive up to six (6) weeks of benefits that may be paid over a 12-month period.

5. Effect on Benefits

During an employee's Paid Family Leave, any continuation of Company benefits and insurance shall exist only to the extent the employee is eligible and covered under another applicable law or Company policy.

6. Procedure for Requesting Paid Family Leave

a) Notice Requirements

Employees should notify Altadena Library District of their request for PFL leave as soon as they are aware of the need for such leave. The employee is required to complete a claim form with California's Employment Development Department (EDD). PFL requires a seven (7)-day waiting period and Altadena Library District requires employees to take up to two weeks of paid vacation from the employee's available vacation accrued balance before becoming eligible for benefits.

****Note: As of January 1, 2018, the 7-day waiting period for PFL will no longer be required.***

b) Medical Certification

The EDD requires medical certification upon notification of the need for PFL. Please see the EDD's claim form for further information.

7. Effect on Reinstatement

Paid Family Leave **does not** create reinstatement rights for employees. Employees returning from PFL are not entitled to reinstatement to the same or comparable position unless the right exists under another applicable law or Company policy.

Leave for Organ and Marrow Donation

An employee who serves as an organ donor for the purpose of transplantation shall receive up to 30 business days of paid leave per year for an organ donation in any one-year period, and up to five business days of paid leave per year for a bone marrow donation. Leave may be taken in one or more periods.

An employee seeking leave under this law must provide written verification to the Company that he or she is an organ or bone marrow donor and that there is a medical necessity for the organ or bone marrow donation. The leave will not be considered a break in continuous service for purposes of salary adjustments, sick leave or vacation, or seniority. Further, leave taken does not run concurrently with leave under the Family Medical Leave Act or California Family Rights Act.

The Company requires that an employee take up to five days of accrued sick or vacation leave for bone marrow donations and up to two weeks of earned and unused sick or vacation leave for organ donations.

An employee returning from organ or bone marrow donation leave will be restored to the same or equivalent position held when leave began.

Family Military Leave

Family Military Leave allows qualified employees (those working at least 20 hours a week providing services for hire, but not independent contractors) up to 10 days of unpaid leave if the employee's spouse or domestic partner is a "qualified member" on leave from deployment.

This leave does not bar a qualified employee from taking any other leave that the employee would otherwise be entitled to take, and an employer may not retaliate against a qualified employee for taking this leave.

A "qualified member" is a person who is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or a member of the National Guard or Reserves who has been

deployed during a period of military conflict. The leave must take place during a period in which the qualified member is on leave from deployment. The qualified employee must submit written documentation to the employer certifying that the qualified member will be on leave from deployment during the time the leave provided for is requested.

Civil Air Patrol Leave

Employees who are voluntary members of the California Wing of the Civil Air Patrol are qualified for up to 10 days leave per year to respond to emergency operational missions. To qualify for this leave, the employee must have been employed at least 90 days immediately preceding the beginning of the leave. The employee is required to give the Company advance notice (as possible) of intended leave dates.

Upon expiration of the leave, the employee will be restored to his/her position or a position of equivalent seniority, benefits, pay and other terms and conditions of employment, unless the employee is not restored due to conditions unrelated to the exercise of the leave rights.

Crime Victim Leave

1. Crime Victim Defined

A crime victim is defined as "Any person "who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or a delinquent act," and a victim also includes the person's "spouse, parent, child, sibling or guardian."

2. Eligibility

Employees who are victims of a crime can take time off to deal with the issues arising as a result of the crime, including time off for medical or psychological treatment, including safety planning.

3. Permissible Uses of leave

- Leave for employees who are victims of a violent or serious felony, or a felony involving theft or embezzlement, or to attend judicial proceedings related to the crime. (Also applies if the victim is a member of the employee's immediate family or is the employee's registered domestic partner or partner's child).
- Leave for victims of a hate crime
- Leave for a domestic violence, sexual assault victim and/or stalking victims

4. Notice Requirements

Employees should notify Altadena Library District of their request for time off for a crime, domestic violence, sexual assault and/or stalking occurrence as soon as they are aware of the need for such leave. The Company reserves the right to requests documentation certifying the unscheduled absence by a licensed medical professional, domestic violence counselor or advocate. Employees seeking such accommodation will, at the Company's request, be required to submit a written statement signed by the employee or an individual acting on the employee's behalf certifying the accommodation is related to the employee's status as a victim of domestic violence, sexual assault or stalking.

Legally Required Non-Medical Leaves of Absence

Employees will be granted a leave of absence as required by law for the purpose of fulfilling any required legal, military obligation, or emergency rescue training including:

- Jury duty
- Appearance as a witness in a legal proceeding
- School visits for a suspended child
- Leave for employees who are victims of a violent or serious felony, or a felony involving theft or embezzlement, or to attend judicial proceedings related to the crime. (Also applies if the victim is a member of the employee's immediate family or is the employee's registered domestic partner or partner's child).
- Military-reserve duty or National Guard
- Performance of emergency duty by a volunteer firefighter, reserve peace officers, and emergency rescue or health care personnel
- Volunteer civil service leave

Employees, who are called for jury duty, or any related judicial proceedings, are required to provide reasonable advance notice of any need for such leave. Employees are expected to return to work each day or portion of the day that they are not selected for jury duty, or related judicial proceedings.

For non-exempt employees, this leave will be unpaid. For exempt employees, salary during leave will be offset by any amounts received as witness fees or as military pay, and no salary will be paid for workweeks in which no Company work is performed.

Family-School Partnership Act

Employees who are parents, step-parent, foster parent, or person who stands *in loco parentis* to a child, guardians, or grandparents in custody of a child enrolled in a California public or private school (kindergarten through twelfth grade) or licensed child day care facility may take off up to forty (40) hours each year (up to eight hours in any calendar month) to participate in activities at child's school or day care facility. Additionally, this leave also provides an employee time off from work to (1) find, enroll, or reenroll his or her child in a school or with a licensed child care provider (not only licensed child day-care facilities), and (2) to address a child care provider or school emergency. Part-time employees are allowed a proportionate number of hours of up to twenty (20) hours a year (up to four (4) hours in any calendar month).

Employees can use vacation, personal leave, or time off without pay (non-exempt) to account for the time needed to participate in a school or childcare activity. Time off without pay is permitted with approval by your Manager.

Employees must inform their Manager at least one (1) week in advance of the intent to take time off work to participate in activities at your child's school or childcare facility. If advance notice is not reasonably possible, notify your Manager as soon as possible. Each employee is required to provide written proof of having participated at your child's school or childcare facility.

Employment Status Review

After all legally required leaves have been exhausted, the Company will review the employee's employment status. Due to business necessity or other circumstances, there will be times when positions cannot be held open and, therefore, the Company does not guarantee reinstatement. Depending on the circumstances of the employee's need for additional leave and the expected date of return from leave, the Company will evaluate the employee's continued employment in order to operate its business effectively and efficiently.

V. WORKPLACE RULES AND PROCEDURES

Rules of Conduct and Discipline

1. Policy

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet Company standards, Altadena Library District will endeavor when it deems appropriate to provide the employee a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the correction, they may be subject to discipline including termination.

The rules set forth below are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of Altadena Library District, other employees or customers may also result in disciplinary action. Nothing in these rules is intended to modify the at-will nature of your employment with the Company.

2. Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity;
- Poor attitude (for example, rudeness or lack of cooperation);
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges;
- Failure to follow instructions or Company procedures; or
- Failure to follow established safety regulations.

3. Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination;
- Dishonesty;
- Theft;
- Discourtesy;
- Misusing or destroying Company property or the property of another on Company premises;
- Violating conflict-of-interest rules;
- Disclosing or using confidential or proprietary information without authorization;
- Falsifying or altering Company records, including the application for employment;
- Interfering with the work performance of others;
- Altercations;
- Harassing, including sexually harassing, employees or customers;

- Being under the influence of, manufacturing, dispensing, distributing, using, or possessing alcohol or illegal or controlled substances on Company property or while conducting Company business;
- Gambling on Company premises or while conducting Company business;
- Sleeping on the job or leaving the job without authorization;
- Possessing a firearm or other dangerous weapon on Company property or while conducting Company business; or
- Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of Altadena Library District, its employees, customers or property; or
- Failing to report to Altadena Library District within three days any conviction under any felony drug statute.

4. Attendance and Punctuality

In addition to the general rules stated above, employees may be disciplined for failing to observe the following specific requirements relating to attendance:

- Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and
- Notifying the Manager in advance of anticipated tardiness or absence.

5. Discipline Procedure

Except as set forth below, discharge for poor performance ordinarily will be preceded by a verbal warning and a written warning.

Altadena Library District reserves the right to proceed directly to a written warning or to termination for misconduct or performance deficiency without resorting to prior disciplinary steps when Altadena Library District deems such action appropriate. Nothing in these rules is intended to modify the at-will nature of your employment with the Company.

Business and Ethical Code of Conduct

1. Policy

Altadena Library District promotes a workforce in which employees conduct themselves and perform their duties with one another, business partners and customers, and others with whom they do business in a highly professional manner. Altadena Library District employees are the face of the organization and, as a result, employee actions directly impact Altadena Library District's ability to fulfill its mission.

2. Intent

This policy is intended to focus Altadena Library District staff on their duties and responsibilities, provide guidance to help them recognize and deal with ethical issues, provide mechanisms to report unethical conduct, and to foster a culture of honesty and accountability.

3. Accountability

Every employee is expected to know and comply with both the letter and the spirit of this policy. Provisions contained herein should be read in conjunction with other Altadena Library District policies including Conflict of Interest, Rules of Conduct, Confidential Information and Non-Disclosure.

4. Code

Altadena Library District's Business and Ethical Code of Conduct require employees to maintain the following standards in dealing with staff, business partners, customers and business associates.

All Altadena Library District employees agree to:

- Always conduct themselves to the highest levels of ethics, integrity, accountability and responsibility.
- Maintain and act in accordance with Altadena Library District values, as listed in the Employee Handbook.
- Act in Altadena Library District's best interest in fulfilling its mission and take care to avoid the potential or appearance of conflict of interest. A conflict of interest is defined as any circumstance that impedes an employee's ability to act with total objectivity with regard to Altadena Library District interest.
- Comply with all laws and by-laws of the U.S.
- Exercise honesty and candor in every activity including compliance with the spirit as well as the letter of the law. Employees are encouraged to address and resolve issues directly, discretely and expeditiously.
- Preserve and protect confidential information, agreements or materials from unauthorized disclosure and use. Protected information includes, but is not limited to, nonpublic information, database technologies and associated data including reports, notes, records, electronic communications or other materials and communications containing confidential information.
- Respect all copyrights, agreements, work, intellectual property and trademarks and comply with all laws covering such areas.
- Exercise appropriate care, discretion and integrity in dealing with assets and information of Altadena Library District, its customers, vendors and business partners. Maintain the confidentiality of information obtained in the course of conducting business. Share confidential information on a need-to-know basis only. If required, obtain permission from business partners and customers prior to any disclosures.
- Refrain from offering professional information or advice that you know to be confidential, misleading or where the accuracy is beyond your competence to assess.
- Disclose information to employees and/or business associates as necessary to keep them informed of issues or business transactions that may directly impact them.
- Use discretion in handling personal, business or financial matters, and serve as a good steward when handling Altadena Library District and its business associates' resources. Be honest and above reproach in brokering business transactions and promote transparency of decisions.
- Avoid any action or behavior that would harm or embarrass Altadena Library District or its business partners and customers. Maintain organizational and personal integrity by refraining from inappropriate behavior on and off of Altadena Library District's premises. Maintain the good reputation of Altadena Library District in general, except that nothing herein shall prevent or impede collective action by employee(s) for mutual aid and protection or otherwise impair Section 7 Rights under the NLRA.
- Enhance diversity by supporting an environment that recognizes the value and worth of all individuals, treating others with respect and courtesy, and complying with Altadena Library District's zero tolerance policy for acts of harassment, discrimination and/or intimidation.
- Treat all clients and potential clients with absolute dignity, confidentiality and respect.

- Represent true levels of status, title, competence and experience in order not to mislead, misrepresent or defraud. Make no claims or implications of outcomes that cannot be demonstrated or guaranteed.
- Clearly state to clients and potential clients the terms of any agreement including the expectations of both parties.
- Ensure that all advertisements and promotional materials, whether verbal or written, are legal, decent, truthful, honest and in compliance.

5. Responsibility

Every employee is responsible for his or her own actions. If you are not sure whether a particular action is proper or ethical use the “public disclosure test”, i.e., “*If my actions were reported on the front page of a major newspaper, would I or my Company be embarrassed by the communications?*” If the answer is “yes”, the action should probably not be taken. As an Altadena Library District employee, you should always:

- Act in the best interests of Altadena Library District in fulfilling your role and performance obligations to the organization.
- Protect the welfare and interests of the Company
- Reflect the role of “honest broker” in dealing with business partners, vendors, customers and potential customers.

6. Reporting

No code or policy can anticipate every situation that might arise. Accordingly, this Code is intended to serve as a source of guiding principle for Altadena Library District’s staff. Employees are encouraged to bring questions about particular circumstances to the Manager, or the Workplace Reporting Hotline or to their Manager for guidance or clarification and report any suspected wrongdoing, fraudulent, dishonest or improper conduct. Accordingly, any breach or violation of Altadena Library District’s Business and Ethical Code of Conduct should be reported immediately to the above individuals. Altadena Library District will treat reports seriously, investigate as required and take appropriate action to maintain a workplace based on high standards of conduct.

Conflicts of Interest

Employees are expected to devote their best efforts and attention to the full-time performance of their jobs. They are expected to use good judgment, to adhere to high ethical standards and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of Altadena Library District. A conflict of interest exists when the employee's loyalties or actions are divided between Altadena Library District's interests and those of another, such as a competitor, supplier or customer. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure if a certain transaction, activity or relationship constitutes a conflict of interest should discuss it with their immediate Manager or the Manager for clarification. Any exceptions to this guideline must be approved in writing by the Director.

While it is not feasible to describe all possible conflicts of interest that could develop, some of the more common conflicts, from which employees should refrain, include the following:

- Accepting personal gifts or entertainment from competitors, customers, suppliers or potential suppliers in excess of \$25 in value;
- Working for a competitor, supplier or customer;
- Engaging in self-employment in competition with Altadena Library District;

- Using proprietary or confidential Company information for personal gain or to Altadena Library District's detriment;
- Having a direct or indirect financial interest in or relationship with a competitor, customer or supplier, except that ownership of less than 1 percent (1%) of the publicly traded stock of a corporation will not be considered a conflict;
- Developing a personal relationship with a subordinate employee of Altadena Library District that might interfere with the exercise of impartial judgment in decisions affecting Altadena Library District or any employees of Altadena Library District.
- Using Company assets or labor for personal use;
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to Altadena Library District; or
- Committing Altadena Library District to give its financial or other support to any outside activity or organization.

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a competitor, customer, supplier or potential supplier, the employee must disclose this fact in writing to the Manager. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a competitor, supplier or customer, a conflict of interest may exist, which requires full disclosure to Altadena Library District.

Part-time employees may engage in outside employment, provided they disclose such employment and get written approval from their immediate Manager. Failure to adhere to this guideline (including failure to disclose any conflicts or to seek an exception) will result in discipline up to and including termination of employment.

Security and Confidential Information

The security of employees, employee property, and Company property is of vital importance to Altadena Library District. All employees share responsibility to ensure that proper security is maintained.

1. Proprietary and Confidential Information

Employees must not use or disclose any proprietary or confidential information they obtain during employment with Altadena Library District except as required by their jobs. This obligation remains even after an employee's employment relationship with Altadena Library District ends. If an employee is in a position that gives him or her access to particularly sensitive information, the employee might be required to sign a written nondisclosure agreement. In addition, all employees must observe good security practices. They are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

Company rules regarding document control, restricted access to areas of the facility and other such procedures must be strictly observed by each employee. Failure to adhere to Company policies regarding proprietary and confidential information will be considered grounds for discipline including dismissal.

2. Obligations on Termination

On termination of employment, whether voluntary or involuntary, all Company documents, whether in hard copy or electronic format, and other tangible Company property in the employee's possessions or control must be returned to Altadena Library District.

3. Security Regulations

The Finance Department maintains and disseminates a security-procedures manual, which specifically sets out Altadena Library District's rules and regulations for maintaining control of entrances, exits, restricted areas, document control and record keeping. Specific regulations regarding the protection of Company property, traffic throughout the facilities and designation of restricted areas are issued by the Finance Department and posted on Company bulletin boards. Employees are expected to abide by these regulations.

Policy Against Harassment

Altadena Library District is committed to providing a workplace free of sexual harassment based on race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, sexual orientation, gender identity or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws. This also includes a 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. Altadena Library District strongly disapproves of and will not tolerate harassment of employees, interns, or volunteers by managers, Managers or coworkers. Similarly, Altadena Library District will not tolerate harassment by its employees of non-employees with whom Altadena Library District employees have a business, service or professional relationship.

Harassment includes verbal, physical, abusive and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance. "Abusive conduct" is defined as verbal or physical conduct done with malice and for no legitimate business purpose that a reasonable person would find to be hostile, offensive, humiliating, threatening or intimidating.

Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment is carried out to sabotage, undermine, or interfere with an employee's work performance or creates an intimidating, hostile or offensive work environment. Sexually harassing conduct includes unwelcome conduct such as requests for sexual favors, conversation containing sexual comments and unwelcome sexual advances.

Sexually harassing conduct need not be motivated by sexual desire. Behavior is considered harassing conduct if motivated by:

- a) Showing sexual intent or desire on the harasser's part towards the victim;
- b) Showing general hostility by the harasser towards a particular sex of which the victim is a member; or
- c) Through comparative evidence about how the alleged harassment treated members of both sexes in a mixed-sex workplace.

Any incident of harassment, including work-related harassment by any Company personnel or any other person, should be reported promptly to the employee's Manager or manager (or to any other member of management) or to the Manager, who is responsible for investigating the matter. Managers who receive complaints or who observe harassing conduct should inform the Manager immediately. Altadena Library District emphasizes that an employee is not required to complain first to their Manager if that Manager is the individual who is harassing the employee.

All members of management and supervision must report any complaints of misconduct to a designated company representative who is the Human Resources Department or the Executive Director, so the Company can investigate the issue immediately.

Every reported complaint of harassment will be investigated thoroughly, promptly and in a confidential manner. In addition, Altadena Library District will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint to the Manager or any other manager.

In the case of Company employees, if harassment is established, Altadena Library District will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination depending upon the circumstances. With regard to acts of harassment by customers or vendors, corrective action will be taken after consultation with the appropriate management personnel.

The question of whether conduct is purely personal or is discriminatory in nature is one of fact. False accusations of harassment can have serious consequences for those who are wrongly accused. All employees are expected to act responsibly in helping the Company maintain a workplace that is free of discrimination and abuse.

While we hope that all employees will seek the assistance and find resolution through our own internal complaint procedure, be aware that the Department of Fair Employment and Housing (DFEH) is the State agency that resolves complaints of unlawful discrimination, including sexual harassment. If you feel you have been subjected to harassment you may contact the DFEH, consult the local telephone directory under State Government Offices.

Policy Against Retaliation and Whistleblower Protection

In accordance with applicable law, Altadena Library District prohibits retaliation against any employee, or employed family member, because of the employee's or employee's family member complaint of or opposition to a practice the employee reasonably believes to constitute unlawful business practices of any nature or because of the employee's participation in an employment investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated. This policy also applies to contractors and agents of the Company.

Protection against whistleblowers also includes:

- Reporting or alleging a violation of a local/agency/state/federal rule or regulation
- Prohibition of retaliation against employees who report a violation to their employer
- An employee who discloses, or may disclose, information regarding alleged violations "to a person with authority over the employee or another employee who has authority to investigate, discover or correct the violation"
- An employee who opposes any of the forbidden employment practices or who has filed a complaint, testified, or assisted in connection with a complaint under that law, including request for reasonable or religious accommodation.
- Any employees who disclose, discuss, or inquire about their own or their co-workers' wages for the purpose of enforcing their rights.
- Prohibition of retaliation against an employee because the employer "believes the employee disclosed or may disclose information"

This policy includes protection for employees, contractors and agents who:

- Disclose the information/make the complaint as part of their job duties;
- Report violations of local laws; and
- Provide information to public bodies.

A complaint about an employment practice constitutes protected opposition only if the employee communicates a reasonable good faith belief that the practice opposed constitutes an unlawful business practice. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or Managers is not protected.

As an employee, you have a right to redress for prohibited retaliation. In order to secure this right, provide a complaint, preferably in writing to your Manager or Human Resources as soon as possible after any incident you feel is prohibited retaliation. Human Resources will initiate an investigation of the allegations. This investigation will be completed and a determination regarding the retaliation alleged will be made and communicated to you as soon as practical. Because of the seriousness of a complaint of unlawful retaliation, knowingly submitting or participating in a false, deceptive or bad faith complaint will not be tolerated and may lead to disciplinary action up to and including discharge.

If Human Resources determines that prohibited retaliation has occurred, the Company will take remedial action commensurate with the severity of the offense. Action will also be taken to deter any future retaliation. Whatever action is taken will be made known to you.

The Company encourages all employees to report any incidents of retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Dress Standard

It is the policy of Altadena Library District that each employee's dress, grooming, and personal hygiene be appropriate to the work environment. Employees are expected at all times to present a professional image to customers, prospects, and the public. All employees are expected to wear appropriate, business casual, work attire. Employees should not wear suggestive attire, ripped and worn looking jeans, athletic clothing, shorts, flip-flops, and similar items of casual attire that do not present a business-like appearance. Hair should be clean. Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.

The Company will make reasonable accommodations for employees who have specific religious dress practices and religious grooming practices, unless it is determined that the accommodation has an undue hardship on the Company.

Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

Company Tools and Equipment

From time to time the Company will furnish tools and equipment to complete job assignments. All tools and equipment purchased by the Company are the property of Altadena Library District and represent a very valuable asset of the Company. It is the responsibility of the employee to whom tools and equipment are assigned to maintain and safeguard these assets as if they were your own personal property. When leaving a work area, it is required that all tools be placed back in designated storage areas or removed from the work area and secured in locked storage where available.

An inventory of tools and equipment will be made periodically. If it is determined by the Company that an employee is grossly negligent in the proper storage of tools, materials, or supplies or they are misplaced or stolen due to the employee's dishonesty, willfulness or act of gross negligence, the employee will be asked to replace the same tools, materials, or supplies at fair market value or will be asked to sign a Payroll Deduction Authorization authorizing the Company to deduct the fair market value of the missing or damaged tools, materials, or supplies. If the employee unreasonably fails or refuses to replace or pay for the missing or damaged property or authorize a payroll deduction, the employee may be subject to disciplinary action up to and including termination and may be subject to a civil suit for recovery of the Company's property.

Cell Phone Use

Altadena Library District may issue cell phones to certain employees in order to stay in contact with clients and co-workers while out in the field or out of the office. The Company encourages its employees to remember safety when using their cellular phones for business purposes. For the safety of themselves and others, Altadena Library District employees who are issued a cell phone or use a personal phone for business use are **prohibited** from using their phone while driving, including reading, writing or sending a text message. If your job requires that you keep your cell phone turned on while you are driving, you **must** use a mounted hands-free device **that can be activated or deactivated with a single swipe or tap**, and are encouraged to safely pull off the road before conducting Company business. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for any liability resulting from such action. Company issued cell phones are Company property. Employees should have no expectation of privacy either with Company issued cell phones or with respect to use or content of personal cell phones used for Company business.

Employees who have personal cellular phones must refrain from excessive personal phone calls or texting while at work. Excessive personal phone calls interfere with productivity and can be distracting to others. Employees are therefore encouraged to use cellular phones for personal use only during break times, meal periods, or in emergency situations.

Personnel Records

The information in the employee's personnel file is confidential, and must be kept up-to-date. The employee should inform the Finance Department immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency. The employee is also responsible for maintaining a current group life-insurance beneficiary designation.

Current or former employees, or an authorized representative, have the right to request inspection of their personnel file and payroll records at reasonable times at a reasonable place and on reasonable notice. Upon written notice, the Company will provide a copy of the personnel file to the current or former employee within 30 calendar days of receipt of the written request. Requests for payroll record copies will be provided within 21 days of the request. If the employee makes a verbal request to his/her Manager or the person designated by the Company for such requests, the Company will provide a form to the employee to submit a written request.

Additionally, current employees are prohibited from conducting the inspection of their personnel file and/or payroll records while on the clock (note - does not apply if requester is employee's authorized representative). Former employees are limited to one request per year to inspect/copy their personnel file and/or payroll records. The Company requires reimbursement for actual copy costs.

Personnel files and payroll records of current employees are available for inspection at his/her work location or another location that is agreed upon by both the employee and Company. If the inspection occurs at another location, the employee will be paid for the travel time to and from that location, however the actual review time is unpaid.

Personnel files and/or payroll records of former employees are available at the location where the Company stores the records, unless the former employee and the Company mutually agree in writing to a different location. Alternatively, the former employee may receive a copy by mail if the employee reimburses the cost of actual postal expenses. If the former employee seeking to inspect his or her personnel files and/or payroll records was terminated for violating a law or for violating a Company policy prohibiting harassment or workplace violence, the Company may choose to make the records available for inspection at an alternate location that is a reasonable distance from the individual's residence or mail a copy of the records.

Personnel files and payroll records are the property of Altadena Library District and may not be removed from Altadena Library District's premises.

Solicitation, Distribution and Bulletin Boards

Employees may engage in solicitation on Company premises only during their nonworking time. Nonworking time means time during meals or breaks and before or after work.

Employees may distribute or circulate non-Company written materials only during nonworking time and only in non-work areas. If an employee is not certain whether an area is a work or non-work area, they should consult their immediate Manager for clarification.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on Company property at any time. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on Altadena Library District's property at any time.

Company bulletin boards have been placed in several locations to inform employees of special Company activities, and changes in administration, personnel or benefit programs. Employees are responsible for reading and understanding any information that is posted or distributed on the bulletin board. Official notices and communications are displayed on these boards and no material may be posted without management approval.

The Company follows the Department of Industrial Relations (DIR) requirements to post information related to wages, hours and working conditions where it may be easily read during the workday. Employees can find these postings and applicable wage orders the hallway. The California wage order covers topics related to employee's pay and working conditions, including, administrative, executive and professional exemptions; overtime wages; alternative workweeks; minimum wages; reporting time pay; records retention; cash shortage and breakage; uniforms and equipment; meals and lodging; meal periods; and rest periods.

Weapons

It is the intent of the Company to provide a safe and secure workplace for employees, clients, clients' customers, visitors and others with whom we do business. Altadena Library District expressly forbids the possession of firearms on Company property. Altadena Library District has a "zero tolerance" policy for possession of any type of weapon, firearm, explosive, or ammunition. WM property includes, but is not limited to, all Company facilities, vehicles, and equipment, whether leased or owned by Altadena Library District or its client. In addition, firearms in employee-owned vehicles parked on Company property are strictly forbidden.

The possession of firearms on Company property may be cause for discipline including immediate termination of employment. In enforcing this guideline, the Company reserves the right to request inspections of any employee and their personal effects, including personal vehicles while on Company

premises. Any employee who refuses to allow inspection will be subject to the same disciplinary action as being found in possession of firearms.

Employees within the Company share the responsibility of identifying violators of this guideline. An employee who witnesses or suspects another individual of violating this guideline should immediately report this information to his/her supervisor.

Visitors – Administrative Areas

It takes the efforts of everyone working together, including visitors, to make Altadena Library District a safe and healthy workplace. To ensure the safety of everyone, all visitors within the Administrative areas must be accompanied by a Altadena Library District escort at all times. It is the escort's responsibility to ensure that the visitor follows the rules of conduct expected of Altadena Library District's employees in addition to:

- Following all verbal instructions and signs.
- Refraining from touching or attempting to operate any machines, device or equipment unless told to do so.
- Visitors must not talk to or distract workers operating machines, devices or equipment or engaging in safety-related functions like traffic control.
- Visitors must not engage in any pranks, horseplay, contests, feats of strength, running or rough and boisterous conduct.
- All visitors must stay out of restricted areas.
- Report all injuries or problems immediately, no matter how minor.
- Visitors who fail to follow these policies will have their visiting privileges revoked and be asked to leave. The Company shall not be responsible for injuries visitors suffer as a result of violating these rules.

Personal Property

Altadena Library District is not responsible for the loss, damage, or theft of personal belongings, and employees are advised not to carry unnecessary amounts of cash or other valuables with them when they come to work. For their own convenience, employees may bring personal property to the workplace. However, Altadena Library District does not assume and specifically disclaims responsibility for any personal property located on its premises, or which accompanies or is carried, worn, or otherwise used by employees during the course of their work for the Company. Employees who choose to bring personal property with them to work do so at their own discretion, and at their own risk.

Off Duty Use of Facilities

Employees are prohibited from remaining on Altadena Library District premises or making use of Company facilities while not on duty. Employees are expressly prohibited from using Company facilities, Company property, or Company equipment for personal use.

Housekeeping

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

VI. TECHNOLOGY USE AND PRIVACY

Technology Use and Privacy Policy

Altadena Library District provides various Technology Resources to authorized employees to assist them in performing their job duties for Altadena Library District. Each employee has a responsibility to use Altadena Library District's Technology Resources in a manner that increases productivity, enhances Altadena Library District's public image and is respectful of other employees. Failure to follow Altadena Library District's policies regarding its Technology Resources may lead to disciplinary measures up to and including termination of employment. Moreover, Altadena Library District reserves the right to advise appropriate legal authorities of any violation of law by an employee.

1. Technology-Resources Definition

Technology Resources consist of all electronic devices, software and means of electronic communication including, but not limited to the following: personal computers and workstations; laptop computers; mini and mainframe computers; computer hardware such as disk drives and tape drives; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services such as the Internet; electronic mail; telephones; cellular phones; pagers; and voice mail systems.

2. Authorization

Access to Altadena Library District's Technology Resources is within the sole discretion of Altadena Library District. Generally, employees are given access to Altadena Library District's various technologies based on their job functions. Only employees whose job performance will benefit from the use of Altadena Library District's Technology Resources will be given access to the necessary technology. Additionally, employees must successfully complete Company-approved training before being given access to Altadena Library District's Technology Resources. Exceeding authorized access may subject the employee to liability (*e.g. per the Computer Fraud and Abuse Act – CFAA*).

3. Use

Altadena Library District's Technology Resources are to be used by employees only for the purpose of conducting Company business. Employees may, however, use Altadena Library District's Technology Resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for personal or financial gain, does not conflict with Altadena Library District's business and does not violate any Company policy:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks or outside of work hours provided that employees adhere to all other usage policies.

Altadena Library District assumes no liability for loss, damage, destruction, alteration, disclosure or misuse of any personal data or communications transmitted over or stored on Altadena Library District's Technology Resources. Altadena Library District accepts no responsibility or liability for the loss or nondelivery of any personal electronic mail or voice mail communications or any personal data stored on any Company property. Altadena Library District strongly discourages employees from storing any personal

data on any of Altadena Library District's Technology Resources. Employees who store personal information on Company media should have no expectation of privacy.

4. Technology Use & Section 7 Protected Communications

While the Company's technology resources are for the purposes of conducting business communications, nothing in this policy shall prevent or impede collective action by employee(s) for mutual aid and protection or otherwise impair Section 7 Rights under the NLRA.

5. Use of Personal Devices for Business

If an employee is using a personal electronic device for business, use must be pre-approved and authorized by the Manager. The employee's personal device must be registered which includes verification of the quality of (and updating) the security software on the devices, and regular backup of company information on personal devices to company systems. Employees using personal devices for business should have no expectation of privacy with respect to information on the devices, including an understanding that the company has the right to inspect and transfer or delete data on the personal device(s) both during employment and at termination. If this policy is violated, the company may shut down the employee's access to its data on its personal device and may suspend authorization for the employee's use of a personal device(s) for business purposes. For those employees who do not need to use personal devices for business purposes will not be authorized to access company data or information.

Employees who are authorized to use a personal device for business will be indemnified for costs incurred by the employee for the percentage of use of the personal device attributed to business. A reimbursement plan and percentage must be pre-arranged and approved prior to any costs incurred.

Non-exempt employees may not use personal devices for business purposes outside of regular working hours without pre-authorization. Failure for non-exempt employees to follow this policy may result in suspending access or utilizing the work-related data.

6. Improper Use

a) Prohibition against Harassing, Discriminatory and Defamatory Use

Altadena Library District is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in Altadena Library District's Policy Against Harassment, Altadena Library District does not tolerate discrimination or harassment based on race, color, creed, religion, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age, physical or mental disability, medical condition including genetic characteristics, or any information based on genetic background, family-care status, military and veteran status, citizenship status, immigration status, primary language, marital status, sexual orientation, gender identity or gender expression where a person's gender-related appearance and behavior may not be stereotypically associated with the person's assigned sex at birth, or any other consideration made unlawful by federal, state, or local laws. This also includes a 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. Under no circumstances may an employee use Altadena Library District's Technology Resources to transmit, receive or store any information that is discriminatory, harassing or defamatory in any way (for example: sexually-explicit or racial messages, jokes or cartoons).

Additionally, any employee whose job is to repair, install, or otherwise service the Company's technology resources, who has knowledge of or reasonably suspects child abuse or neglect based on pictures, graphics, or images that have been intentionally saved, transmitted, or organized on an electronic medium, are required to report their findings. Reported concerns should be forwarded to the Manager.

b) Prohibition against Violating Intellectual Property Laws

Employees must not use Altadena Library District's Technology Resources to copy, retrieve, forward or send intellectual property unless the employee has the author's permission or is accessing a single copy only for the employee's reference for business purposes.

c) Other Prohibited Uses

Employees may not use any of Altadena Library District's Technology Resources for any illegal purpose, violation of any Company policy, in a manner contrary to the best interests of Altadena Library District, in any way that discloses confidential or proprietary information of Altadena Library District or third parties, or for personal or financial gain.

Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on Altadena Library District's electronic-mail system, voice mail system, or computer systems are Company property regardless of the content. As such, Altadena Library District reserves the right to access all of its Technology Resources including its computers, voice mail, and electronic-mail systems at any time in its sole discretion without prior notice.

1. Privacy

Although Altadena Library District does not generally wish to examine personal information of its employees, on occasion Altadena Library District may need to access its Technology Resources including computer files, electronic-mail messages, and voice mail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on Altadena Library District's Technology Resources, including personal information or messages. Altadena Library District may at its discretion inspect all files or messages on its Technology Resources at any time for any reason. Altadena Library District may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information or for any other business purpose.

All voicemail, email and text messages composed, sent or received through the Company's computer network, e-mail system, or on a company provided cell phone is the property of Altadena Library District. These communications do not belong to the employee. Employee explicitly gives employer the right to intercept, access, view, monitor and use all such communications, whether relating to Company business or employee's personal matters. Company provided technology (including internet, email, and cell phone services provided by Company to employee) shall only be used to conduct business of the Company, unless employee has received expressed consent from his/her Manager to access his or her personal e-mail account, and personal communications. Even if the employee has consent to use technology resources for personal use, any personal communications while on Company time should be kept to a minimum, and limited where possible to breaks and non-work time.

2. Passwords

Certain areas of Altadena Library District's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Altadena Library District. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including Company electronic mail and voice mail messages, are private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

3. Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on Altadena Library District's Technology Resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by Altadena Library District. Altadena Library District may, however, in its sole discretion and at any time alter the amount and type of information that it retains.

Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password protected, an authorized administrator can reset the password and listen to voice mail messages.

Electronic Mail: Electronic mail is backed up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.

Desktop Facsimile Use: Copies of all facsimile transmissions sent and received are maintained in the facsimile server.

Document Use: Each document stored on Company computers has a history, which shows which users have accessed the document for any purpose.

Internet Use: Internet sites visited, the number of times visited and the total time connected to each site is recorded and periodically monitored.

4. Deleted Information

Deleting or erasing information, documents or messages maintained on Altadena Library District's Technology Resources is in most cases ineffective. All employees should understand that any information kept on Altadena Library District's Technology Resources may be electronically recalled or recreated regardless of whether it may have been deleted or erased by an employee. Because Altadena Library District periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

5. The Internet and Online Services

Altadena Library District provides authorized employees access to online services such as the Internet. Altadena Library District expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use Altadena Library District's Technology Resources to access, download or contribute to the following:

- Gross, indecent, or sexually-oriented materials;
- Sports sites;
- Job-search sites;
- Entertainment sites;
- Gambling sites;
- Games, humor;
- Illegal drug-oriented sites;
- Music and /or video files/sites;
- Personal pages of individuals; and
- Politically oriented sites or sites devoted to influencing the course of legislation or public policy.

Additionally, employees must not sign guest books on Web sites or post messages to Internet news groups or discussion groups on websites using Company media. These actions will generate junk electronic

mail and might expose Altadena Library District to liability or unwanted attention because of comments that employees may make. Altadena Library District strongly encourages employees who wish to access the Internet for non-work-related activities to get their own personal Internet access accounts.

6. Confidentiality

Some of the information to which Altadena Library District has access is confidential. Employees should avoid sending confidential information over the Internet or outside the Company's business systems. Employees also should verify electronic-mail addresses before transmitting any messages.

7. Monitoring

Altadena Library District monitors both the amount of time spent using online services and the sites visited by individual employees. Altadena Library District reserves the right to limit such access by any means available to it, including revoking access altogether.

8. Software Use

a) License Restrictions

All software in use on Altadena Library District's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on Altadena Library District's computers by any means of transmission unless authorized in advance. Authorization for loading software onto Altadena Library District's computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

b) Software for Home Use

Altadena Library District endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from a Company Technology Resource to another computer, employees must request permission and receive written authorization from the Manager.

9. Confidential Information

Altadena Library District is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Altadena Library District and third parties (Confidential Information). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on Altadena Library District's Technology Resources.

Confidential Information should not be accessed through Altadena Library District's Technology Resources in the presence of unauthorized individuals nor should it be forwarded to any person or location outside the company. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use or distribute this information. If you have received this message in error, please call (626) 798.0833 or return it promptly by mail."

10. Security

Altadena Library District has installed a variety of programs and devices to ensure the safety and security of Altadena Library District's Technology Resources. Any employee found tampering or disabling any of Altadena Library District's security devices will be subject to discipline up to and including termination.

11. Audits

Altadena Library District may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on Altadena Library District's Technology Resources may be conducted without warning at any time.

Social Media Policy

The Social Media Policy covers all publicly accessible communications via the Internet relating to Altadena Library District. This includes, but is not limited to: blogs, on-line social networks, discussion forums, newsgroups, and e-mail distribution lists.

The Company will not request employees or job applicants to provide user names, email address or passwords for personal social media accounts, in combination with a password or security question and answer that would permit access to an online account, or divulge personal social media information, except as it relates to an investigation of suspected misconduct by the employee; however, employees are required to disclose a username, password, or other security setting needed to access an electronic device when that device has been provided by the Company.

1. Overview

If you choose to identify yourself as an Altadena Library District employee or to discuss matters related to our technology or business on your website or weblog, please bear in mind that, although you may view your website or weblog as a personal project and a medium of personal expression, some readers may nonetheless misunderstand you to be a de facto spokesperson for the Company.

As part of our Open-Door Policy, employees may first express any concerns to their Manager, Human Resources, or any other member of management. Employees may also utilize the Workplace Reporting Hotline.

2. Policy Standards

1. Public communications concerning the Company must not violate any guidelines set forth in the employee handbook, whether or not you specifically mention your employee status.
2. You should clearly identify that you are not an agent of the Company and the opinions expressed here are the personal opinions of **[your name]**. Content published here is not read or approved by Altadena Library District before it is posted and does not represent the views and opinions of Altadena Library District.”
3. You may not communicate any material that violates the privacy trade secrets or publicity rights of another.
4. You may not personally harass or attack fellow employees, authors, customers, vendors, or shareholders. Further detail on prohibited conduct is provided in the Policy Against Harassment and Prohibition against Harassing, Discriminatory and Defamatory Use of Technology sections of your Employee Handbook for more information.
5. You may not disclose any sensitive, proprietary, confidential, or financial information about the Company, its employees, or its customers. This includes revenues, profits, forecasts, and other financial information, any information related to specific authors, brands, products, product lines, customers, operating units, etc. You may not disclose any information about any specific customer. Further detail is provided in the Security and Confidentiality Information and Conflicts of Interest sections of your Employee Handbook.

6. DO respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, you should provide references to the source(s) of information you use and accurately cite copyrighted works you identify in your online communications. Do not infringe on Altadena Library District's logos, brand names, taglines, slogans, or other trademarks.
7. You may not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to another person or any other person or entity.
8. DO NOT make comments or otherwise communicate about customers, coworkers, Managers, the Company, or Altadena Library District vendors or suppliers in a manner that is vulgar, obscene, threatening, intimidating, harassing, libelous, or discriminatory on the basis of age race, religion, sex, sexual orientation, gender identity or expressions, genetic information, disability, national origin, ethnicity, citizenship, immigration status, primary language, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinance.

Prior to taking adverse action against an employee under the Social Media Policy, the Company will conduct a prompt and thorough investigation of an employee's posting or communication, including objective and thorough documentation.

Nothing in the policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment, nor meant to prevent concerted communications for mutual aid and protection in which employees have the right to engage. Additionally, nothing in this policy should be construed or applied to prohibit employees' rights under the National Labor Relations Act nor is anything herein meant to chill employee's Section 7 rights.

Electronic Recording Policy

It is the policy of Altadena Library District to prohibit the recording of conversations by employees. In addition to protecting privacy rights and proprietary information, Altadena Library District's policy is to maintain open communication between management, employees and co-workers. Employee recording of conversations can significantly interfere with channels of communication.

For purposes of this policy "Electronic Device" means a privately owned wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, walkie-talkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handset, etc.), Personal Digital Assistants (PDAs), (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods®, Walkman™ devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions. "Electronic Device" also includes any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

California requires the consent of all parties to the communication to lawfully intercept communication. Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded

Electronic devices shall not be used in a way that threatens, humiliates, harasses, or intimidates individuals, including employees, customers, vendors, and visitors, or violates local, state, or federal law.

Any employee who violates this policy will be subject to discipline, up to and including termination. Additionally, secret recordings are considered unlawful in California and employees may face fines and penalties if prosecuted.

Monitoring and Video Surveillance

Due to the nature of work conducted by Altadena Library District, it is necessary to monitor aspects of employees' jobs, specifically telephones, computer terminals, electronic and voice mail, and employees' use of the Internet.

The use of monitoring serves the following purposes:

1. To ensure the safety of employees and the entire facility,
2. To investigate possible misconduct, criminal activity or breaches of security,
3. To ensure compliance with Company policies,
4. To monitor or document employees' work,
5. To investigate and respond to internal complaints, charges or governmental investigations,
6. To investigate, prosecute or defend threatened or actual lawsuits, or
7. Any other legitimate business reasons.

This policy serves as notification to employees that monitoring will be conducted during the course of their employment. Monitoring at Altadena Library District is conducted within the guidelines of the law and employees should not have any reasonable expectation of privacy with regard to use of the Company's property and systems, specifically telephones, computer terminals, electronic and voice mail, and employees' use of the Internet.

Video surveillance is also conducted as part of Altadena Library District's standard operations. Surveillance cameras are located throughout the facility. The video surveillance system consists of cameras placed in both outdoor and indoor locations, where Executive Management/Security Management/Facilities Management can monitor employee activity as it takes place. These cameras may include features like pan, tilt, and zoom. No cameras have been placed in area where employees have the right to expect privacy, such as bathrooms and changing areas.

The Company will not conduct any video recording of employees without the employee's knowledge and consent, including any video, digital and/or audio recordings, images or photographs authorized by the Company at its offices or facilities.

HIPAA Statement of Privacy Laws

It is the legal and ethical responsibility of all management and staff employees of Altadena Library District to use, protect, and preserve personal and confidential employee and business information, including medical information (referred to herein collectively as "confidential information"), in accordance with state and federal laws and Company policy.

Laws controlling the privacy of, access to, and maintenance of confidential information include, but are not limited to, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Information Practices Act (IPA), the California Confidentiality of Medical Information Act (CMIA), and the Lanterman-Petris-Short Act (LPS). These and other laws apply whether the information is held in electronic or any other format, and whether the information is used or disclosed orally, in writing or electronically.

Business and employee information includes information that identifies or describes an individual, the disclosure of which would constitute an unwarranted invasion of personal privacy. Examples of

confidential employee and business information include home address and telephone number; medical information; birth date; citizenship; social security number; spouse/partner/relative's names; income tax withholding data; performance evaluations; proprietary/trade secret information; and peer review/risk management information and activities.

Medical information includes the following (no matter where it is stored and no matter the format): medical and psychiatric records, photos, videotapes, diagnostic and therapeutic reports, x-rays, scans, laboratory and pathology samples, patient business records, such as bills for service or insurance information, visual observation of patients receiving medical care or accessing services, and verbal information provided by or about a patient. Medical information, including Protected Health Information (PHI), is maintained to serve the patient, health care providers, health care research and to conform to regulatory requirements.

The HIPAA privacy law sets limits on how health providers and plans may use individually identifiable health information. Under the HIPAA law, health providers and plans may only use individual health information for necessary treatment, payment, or healthcare operations without obtaining the employee's permission. PHI may generally not be used for purposes "not related" to health care. The release of PHI must be limited to the minimum necessary designated for the purpose of the disclosure.

Unauthorized use, disclosure, or viewing of, or access to, confidential information in violation of state and/or federal laws may result in personal fines, civil liability, licensure sanctions and/or criminal sanctions, in addition to Company disciplinary actions.

If you believe your privacy rights have been violated, you may file a complaint with Altadena Library District's designated Privacy Officer who is the Finance Department, or the Workplace Reporting Hotline, and/or with the Secretary of the DHHS (U.S. Department of Health and Human Services). To file a complaint with Altadena Library District's designated Privacy Officer, please submit a written complaint to the attention of: Privacy Officer, Altadena Library District, 600 E. Mariposa St. Altadena, CA 91001. Employees who utilize this complaint procedure shall not be retaliated against.

If you have any questions about the Company's HIPAA Privacy Policy or would like further information about HIPAA, please contact the Manager.

Identity Theft Red Flag Policy

The risk to Altadena Library District, its employees and customers from data loss and identity theft is of significant concern to the Company and can be reduced only through the combined efforts of every employee and contractor.

1. Purpose

Altadena Library District maintains an Identity Theft Red Flag Policy. This sensitive information policy to help protect employees, customers, contractors and the Company from damages related to the loss or misuse of sensitive information.

This policy will:

- Define sensitive information;
- Describe the physical security of data when it is printed on paper;
- Describe the electronic security of data when stored and distributed; and
- Place the Company in compliance with state and federal law regarding identity theft protection.

The Identity Theft Red Flag Policy enables Altadena Library District to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the Company from fraudulent new accounts. The program will help the Company:

- Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
- Detect risks when they occur in covered accounts;
- Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

2. Scope

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the Company, including all personnel affiliated with third parties.

3. Mitigation Services Offered

Should Altadena Library District experience a data breach, the Company will offer appropriate identity theft prevention and mitigation services at no cost to the affected persons for no less than 12 months. Data breach includes theft of Social Security numbers, driver's license numbers or State identification card numbers, credit card account numbers or other personal information.

VIII. DRUG-FREE WORKPLACE

Drug-Free Workplace Policy

1. Purpose of the Program

It is the intent of Altadena Library District ("the Company") to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. The Company has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency and success at the Company. Employees who are under the influence of a drug, marijuana, or alcohol on the job compromise the Company's interests, endanger their own health and safety and the health and safety of others, and can cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for coworkers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in products or service, and disruption of customer relations.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, and to protect its business, property, equipment and operations, the Company has established this Guideline concerning the use of alcohol, marijuana, and drugs. As a condition of continued employment with the Company, each employee must abide by this Guideline.

2. Employee Cooperation

Early detection of substance-abuse problems benefits everyone. For example, it benefits the employee with the substance-abuse problem because it gives him or her the opportunity to correct the problem before it leads to serious harm to the employee or others; it benefits the employee's coworkers who otherwise might have to carry an extra burden by covering for the substance abuser or who otherwise might be exposed to serious injury; and it benefits the Company because it gives the Company an opportunity to prevent accidents and avoid the performance problems and other losses associated with substance abuse. Accordingly, all employees should understand that coworkers with substance-abuse problems should be encouraged to seek assistance.

3. Definitions

For purposes of this Guideline:

"Illegal drugs or other controlled substances" mean any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

"Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

"Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

"Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breathes odor; information provided to management by an employee, by law enforcement officials by a security service or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

"Possession" means that an employee has the substance on their person or otherwise under their control.

4. Prohibited Conduct

The prohibitions of this section apply whenever the interests of the Company may be adversely affected, including any time the employee is:

- On Company premises;
- Conducting or performing Company business, regardless of location;
- Operating or responsible for the operation, custody or care of Company equipment or other property; or
- Responsible for the safety of others.

5. Prohibited Acts Subject to Discharge

The following acts are prohibited and subject an employee to discharge:

- The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of alcohol
- Being under the influence of alcohol
- The use, possession, purchase, sale, manufacture, distribution, transportation or dispensation of any illegal drug or other controlled substance
- Being under the influence of any illegal drug or other controlled substance
- The abuse of any legal drug
- The purchase, sale, manufacture, distribution, transportation, dispensation or possession of any legal prescription drug in a manner inconsistent with law
- Working while impaired by the use of a legal drug whenever such impairment might:
 - Endanger the safety of the employee or some other person;
 - Pose a risk of significant damage to Company property or equipment
 - Substantially interfere with the employee's job performance
 - The efficient operation of The Company's business or equipment.

6. Disciplinary Action

a) Discharge for Violation of Guideline

A first violation of this Guideline will result in immediate discharge whenever the prohibited conduct:

- Causes injury to the employee or any other person, or in the sole opinion of management endangered the safety of the employee or any other person;
- Results in significant damage to Company property or equipment, or in the sole opinion of management posed a risk of significant damage;
- Involves the sale or manufacture of illegal drugs or other controlled substances;

- Involves in the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use;
- Involves an employee who had not completed the training period or was a casual, seasonal or temporary employee;
- Involves the failure of an employee to report a criminal conviction as required by below.

b) Discretion Not to Discharge

In circumstances other than those described above, the Company in the discretion of management can choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily completes participation in an approved drug- or alcohol-abuse assistance or rehabilitation program.

c) Effect of Criminal Conviction

An employee who is convicted under a criminal-drug statute for a violation occurring in the workplace or during any Company-related activity or event will be deemed to have violated this Guideline.

d) Written Warning

An employee who is not discharged for a first violation of this Guideline will receive a final written warning and immediate suspension without pay for a period of three (3) calendar days.

e) Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

f) Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this Guideline may not be eligible for rehire by The Company.

7. Drug-Free Awareness Program

a) Employee Awareness

The Company has established a Drug-Free Awareness Policy, which is designed to inform employees about the dangers of drug abuse in the workplace and to help assure that employees are familiar with this Guideline and with the disciplinary actions that can result from a violation of this Guideline. From time to time, employees will be requested to attend one of the sessions of the Drug-Free Awareness Program. During each such session, employees will be given current information about available programs for counseling and rehabilitation.

b) Management Awareness

Managers and Managers should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or otherwise in violation of this Guideline. When management has reasonable suspicion to believe an employee or employees are working in violation of this Guideline, prompt action will be taken.

8. Criminal Convictions

Employees are required by this Guideline to notify the Company of any conviction under a criminal drug statute for a violation occurring in the workplace or during any Company-related activity or event, no

later than three (3) days after any such conviction. When required by federal law, the Company will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

9. Use of Legal Drugs

The Company recognizes that employees may, from time to time, be prescribed legal drugs that when taken as prescribed or according to the manufacturer's instructions may result in their impairment. Employees may not work while impaired by the use of legal drugs, including marijuana, if the impairment might endanger the employee or someone else, pose a risk of significant damage to Company property or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they may not report to work. To accommodate the absence, the employee may use accrued sick leave or vacation time.

The employee may also contact Human Resources to determine whether or not they qualify for an unpaid leave of absence, such as family-care or medical leave. Nothing in this Guideline is intended to sanction or encourage the use of accrued sick leave or vacation time to accommodate absences due to the abuse of legal drugs. Furthermore, nothing in this Guideline is intended to diminish the Company's commitment to employ and reasonably accommodate qualified disabled individuals. The Company will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability and who because of their appropriate use of such drugs cannot perform the essential functions of their positions adequately or safely.

10. Unregulated or Authorized Conduct

a) Customary Use of Over-the-Counter Drugs

Nothing in this Guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession or dispensation of over-the-counter drugs so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this Guideline.

b) Off-the-Job Conduct

Unless an employee is in a designated safety-sensitive position, this Guideline is not intended to regulate off-the-job conduct so long as the employee's off-the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Guideline. If an employee is in a designated safety-sensitive position, they will be subject to drug testing as described below.

c) Authorized Use of Alcohol

The Company may provide alcohol for consumption at certain events such as social functions. The consumption of alcohol at these events does not violate this policy.

11. Confidentiality

Disclosures made by employees to Human Resources concerning their use of legal drugs will be treated confidentially and will not be revealed to managers or Managers unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to Human Resources concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.

12. Drug Testing

a) Post-Accident Testing

If an employee is involved in an accident, to the extent permitted by law, regulation and/or rule, the employee will be requested to take a drug and/or alcohol test in accordance with the procedures outlined below.

If an employee refuses to cooperate with the administration of the drug test and/or alcohol test, the refusal will be handled in the same manner as a positive test result.

b) Reasonable Suspicion

Reasonable cause testing may be conducted based on a belief that an employee is using or has used alcohol or drugs in violation of the Company's policy drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based on, but not limited to, one of the following:

1. Direct observations of abnormal conduct or erratic behavior by the employee which may render the employee unable to perform his/her duties or which may pose a threat to safety or health.
2. A report of observed alcohol or drug use provided by a reliable and credible source.
3. An on-the-job accident or occurrence where there is evidence to indicate the accident or occurrence, in whole or in part, may have been the result of the employee's use of a controlled substance or alcohol.
4. Evidence that an employee is involved in the use, possession, sale, solicitation, or transfer of drugs or alcohol while working or while on the employer's premises or operating the employer's vehicle, machinery, or equipment.
5. The employee's conviction of a criminal drug or alcohol statute violation.

A refusal to test is considered a positive alcohol or drug screen.

c) Testing Procedures

Any employee subject to testing under this policy will be required to provide a urine and/or breath test per the Federal Register 49CFR part 40 testing procedures. The purpose of these tests is to determine the presence of drugs or alcohol. Refusal to submit to testing procedures, including refusing to provide a sample, will be considered a positive test. A positive test will result in the revocation of an applicant's job offer or will subject a current employee to discipline up to and including termination.

Smoke-Free Environment

To protect the health and safety of all employees and customers of Altadena Library District, smoking is prohibited in Company buildings, on job sites that are indoors, and in Company-owned vehicles. This includes smoking in any form through the use of tobacco products (pipes, cigars, and cigarettes) or "vaping" with e-cigarettes. Employees who wish to smoke may do so only on their regular breaks and meal periods, and must smoke outside of the building, job site, or Company-owned vehicle.

Inspections and Searches on Company Premises

1. Purpose of the Guideline

Altadena Library District believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of Altadena Library District's business. Altadena Library District also intends to protect against the unauthorized use or removal of Company property. In addition, Altadena Library District intends to assure its access at all times

to Company premises and Company property, equipment, records, documents, and files. Accordingly, Altadena Library District has established this Guideline concerning inspections and searches, on Company premises. This Guideline applies to all employees of Altadena Library District.

2. Definitions

For purposes of this Guideline:

"Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in Altadena Library District's Drug-Free Workplace Guideline; drug-related paraphernalia; and alcoholic beverages or Company property that an employee is not authorized to have in their possession.

"Company property" includes all documents, records, software, and files relating to Altadena Library District's business; and all equipment, hardware and other property of any kind whether owned, leased, rented or used by Altadena Library District.

"Company premises" includes all premises and locations owned or leased by Altadena Library District or under the control of Altadena Library District, including parking lots, lockers and storage areas.

"Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

"Possession" means that an employee has the substance or Company property on their person or otherwise under their control.

3. Inspections and Searches

a) Access to Company Property

In order to ensure access at all times to Company property and because employees who are properly in possession of Company property or information related to Company business may not always be available to produce the property or information (when needed in the ordinary course of business), Altadena Library District retains the right to search any property or equipment owned by the Company with or without cause, at any time. The Company retains the right to search private property within our facility or grounds with reasonable cause and, to the extent practicable, with advance notice. Altadena Library District retains the right to access information and communications stored on Company Technology Resources at all times.

Routine searches or inspections for Company property may include an employee's office, desk, file cabinet, closet, computer files, voicemail or similar places where employees may store Company property or Company-related information, whether or not the places are locked or protected by access codes.

Because even a routine search for Company property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Altadena Library District.

b) Inspections and Searches for Prohibited Materials

Inspections or searches for prohibited materials in or on Company premises also will be conducted whenever Altadena Library District has reasonable suspicion that a particular employee or employees may be in possession of such materials in violation of this Guideline.

Inspections or searches for prohibited materials may be conducted by an independent security service or by Altadena Library District with its own personnel. In all cases, a member of management should be present.

Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, Altadena Library District may announce the inspection in advance, except for inspections or searches conducted at locations where employees enter or exit Company premises.

Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, or other locations where employees may place personal possessions including, but not limited to, employee lockers and vehicles, when on Company premises, and/or other items of personal property worn or carried while on Company premises.

Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. They will be informed, however, that Altadena Library District will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive Altadena Library District of information that may clear them of suspicion. In addition, Altadena Library District reserves the right to take appropriate action to prevent the unauthorized removal from Company premises of Company property.

c) Disciplinary Action

Employees found to be in possession of prohibited materials in violation of this Guideline or to have used Company property in an unauthorized manner and/or are found to be in violation of other Altadena Library District policies and guidelines may be subject to discipline up to and including discharge, regardless of Altadena Library District's reason for conducting the search or inspection.

If an employee refuses to cooperate with a search or inspection that is based on reasonable suspicion that the employee is in possession of prohibited materials, Altadena Library District may take that refusal into consideration in determining appropriate disciplinary action. Discipline will be based on all available information, including the information giving rise to the reasonable suspicion. It is therefore to the employee's advantage to cooperate with the search or inspection whenever prohibited materials are present.

VII. TERMINATION

Voluntary Termination

Altadena Library District will consider an employee to have voluntarily terminated their employment if an employee does any of the following:

- Elects to resign from Altadena Library District;
- Fails to return from an approved leave of absence on the date specified by Altadena Library District;
- Fails to cooperate with a reasonable and lawful reassignment or transfer; or
- Fails to report for work without notice to Altadena Library District for three (3) consecutive days.

All employees are requested to provide a letter of resignation to their Manager upon giving notice of termination.

Involuntary Termination

An employee may be terminated involuntarily for reasons that include poor performance, misconduct or other violations of Altadena Library District's rules of conduct as set forth below. Notwithstanding this list of rules, Altadena Library District reserves the right to discharge with or without cause and with or without prior notice.

Termination Due to Reorganizations, Economics or Lack of Work

From time to time, Altadena Library District may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business or lack of work. Should Altadena Library District consider such terminations necessary; Altadena Library District will attempt to provide all affected employees with advance notice when practical. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Altadena Library District will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Final Wages CA

An employee who quits giving at least 72 hours' notice, or is terminated or laid off will receive their final paycheck on the last day of employment. The place of the final wage payment for employees who quit giving at least 72 hours' notice, or are terminated or laid off is the place of termination.

Employees who quit with less than 72 hours' notice will receive their final paycheck within 72 hours of their last day of employment. The employee may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment for purposes of the requirement to provide payment within 72 hours. The place of final wage payment for employees who quit without giving 72 hours' prior notice and who do not request that their final wages be mailed to them at a designated address, is at the location in which the work was performed.

Final paychecks will also include all accrued, unused vacation in the employee's final paycheck.

Exit Interview

Employees who leave Altadena Library District, for any reason, may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with Altadena Library District, including job duties, job training, job supervision and job benefits. At the time of the interview, employees are expected to return all Company-furnished property, such as uniforms, tools, equipment, ID cards, keys, credit cards, documents and handbooks. Also, arrangements for clearing any outstanding debts with Altadena Library District and arrangements for receiving final pay will be made at this time.

Unemployment Insurance

As an employee, you may be eligible for unemployment insurance benefits if you are laid off from your position through no fault of your own and have earned a certain amount in a designated base period. You may also be eligible for partial unemployment insurance benefits if your regular hours have been reduced. Independent contractors are excluded from coverage.

Certain minimum requirements must be met before an individual is eligible for unemployment insurance. Benefits are determined by the wages in the highest quarter of the individual's base period. There is a one-week waiting period after eligibility is established before benefits are paid.

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VIII. WORKPLACE SAFETY

Workplace Safety Policy

Altadena Library District is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, Altadena Library District has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. Every employee will receive a copy of Altadena Library District's General Safety Rules and will receive health and safety training as part of the Injury and Illness Prevention Program. A complete copy of the Injury and Illness Prevention Program is kept by the Finance Department and is available for your review.

You are required to know and comply with Altadena Library District's General Safety Rules and to follow safe and healthy work practices at all times. You also are required to report immediately to your Manager any potential health or safety hazards and all injuries or accidents. First aid supplies are located in the staff office at both library locations. The location of the nearest doctor and/or medical facility is posted on the employee notice board.

Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all Altadena Library District activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production. Please report all injuries (no matter how slight) to your manager immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your manager or department head may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many machines.
- Use proper extension cords/power strips.
- Use flammable items such as cleaning fluids with caution.
- Walk – don't run.
- Report to your manager if you or a coworker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Avoid horseplay or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Heat Illness Prevention

Altadena Library District follows a Heat Illness Prevention program, as described in the Company's Injury & Illness Prevention Program (IIPP). The program includes:

1. Training – For all affected employees and their Managers
2. Water – The Company encourages each employee to drink at least one (1) quart of water per hour while working in high heat conditions.

3. Recovery Period – The Company allows and encourages outdoor employees to take a cool-down rest in the shade for a period of no less than five (5) minutes at a time when they feel the need to do so to protect themselves from overheating. Please do not wait until you feel sick to request this rest period. *
4. Written Procedures – The Company's IIPP contains written procedures for implementing the Cal/OSHA Heat Illness Prevention Standard.

**A recovery period is paid and not included as a meal or rest period. Employees will receive an additional hour of pay at the employee's regular rate of pay for each day that a recovery period is not provided.*

Further information on the Company's Heat Illness Prevention program can be found in the IIPP or you may check with your Manager.

Seating Provisions

All employees shall be provided with suitable seats when the nature of the work reasonably permits the use of seats. For employees whose work requires standing, an adequate number of suitable seats shall be placed in reasonable proximity to the work area, which employees may use when it does not interfere with the performance of their duties.

Hazardous Chemicals and Your Right to Know

Altadena Library District utilizes hazardous chemicals as part of the day-to-day operation of the Company. It is our intention to disclose to the employee the chemicals that may be associated with the job.

Return to Work Policy

As part of our on-going effort to provide "A Safe and Healthful Workplace" for all of our employees, Altadena Library District has instituted its "Return to Work" Policy. This program is a win/win situation and will benefit both the employer and employees.

Our industrial medical clinic has been advised of this policy and the medical staff will endeavor to return employees to full or modified duty in a timely manner.

The Company will endeavor to provide job assignments for those employees released to modified work according to the restriction criteria specified by the clinic's medical staff. Company management on a case-by-case basis will determine modified work status.

Violence in the Workplace

Altadena Library District recognizes that workplace violence is a growing concern among employers and employees across the country. Altadena Library District is committed to providing a safe, violence-free workplace and strictly prohibits employees, consultants, customers, visitors or anyone else on Company premises or engaging in a Company-related activity from behaving in a violent or threatening manner. As part of this policy, Altadena Library District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Altadena Library District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures for responding to any situation that presents the possibility of violence. More information is available from the Finance Department.

1. Workplace Violence Defined

Workplace violence includes:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage or threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures;
- Defacing Company property or causing physical damage to the facilities; or
- With the exception of security personnel, bringing weapons or firearms of any kind on Company premises, in Company parking lots or while conducting Company business.

2. Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, customer, consultant, visitor or anyone else, they should notify the Manager immediately. Furthermore, employees should notify the Manager if any restraining order is in effect or if a potentially violent non-work related situation exists that could result in violence in the workplace.

3. Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, Altadena Library District will inform the reporting individual of the results of the investigation. To the extent possible, Altadena Library District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. Altadena Library District will not tolerate retaliation against any employee who reports workplace violence.

4. Corrective Action and Discipline

If Altadena Library District determines that workplace violence has occurred, Altadena Library District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, and re-assignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, Altadena Library District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, Altadena Library District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, Altadena Library District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

IX. MISCELLANEOUS

Travel and Expense Accounts

Altadena Library District will reimburse employees for reasonable business expenses incurred throughout business travel or entertainment. You must have receipts for all expenses. Mileage will be reimbursed at the official IRS rate.

Credit Card Policy

1. Purpose of Credit Cards

Credit cards are available and issued to certain positions. The cards are used for business expenses while conducting Company business on behalf of Altadena Library District. Charges are billed directly to the Company. Credit cards will be approved and issued by a Principal only. Credit cards are not transferable between individuals.

2. Cardholder Liability

The cardholder is responsible for proper use of the card within stated guidelines of this policy. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of credit card privileges. Use of the card for personal purchases constitutes fraud under California state law. Misuse of the card may result in the employee's termination. Additionally, the Company will pursue the matter to the extent the law allows.

3. Cardholder Responsibilities

Misuse of the card will subject the cardholder to disciplinary action up to and including termination. The cardholder must:

- Ensure the card is only used by the employee to whom the card is issued.
- Use the card for business expenses only.
- Maintain the card in a secure location at all times.
- Return the credit card to the Operations Manager upon termination of employment with Altadena Library District.

4. Cardholder Termination

A cardholder's card will be terminated when they (a) move to a new position, in which a card is not required, (b) terminate employment or (c) for any of the following reasons:

- The credit card is used to makes purchases for a non-business related activity.
- The cardholder allows the card to be used by an unauthorized individual.

5. Lost, Misplaced or Stolen Purchasing Cards

Cardholders are required to immediately notify the Finance Department of a lost or stolen card at the first opportunity during normal business hours.

6. Erroneous Declines

Should a seller erroneously decline a credit card, the cardholder should immediately contact the Finance Department. If purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase.

Safe Driver Policy

Altadena Library District cares about the safety of its employees. Therefore, it is the policy of the Company that employees follow safe driving practices. Safe driving practices include steps to ensure the driver's total concentration and safe operation of vehicles, such as determining clear directions before departing, refraining from operating equipment while the vehicle is moving which include cell phones, texting, PDA's, and radios, and not operating a vehicle when the driver's ability to react is impaired. Drivers are expected to follow defensive driving principles and laws and regulations to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

Specifically, this policy affects any positions in which driving is required as part of their duties and for those employees who fall under the "special errand doctrine."

As part of this policy, we are required to verify State DMV records on certain positions within our organization. Because driving is a required part of your job, your position has been identified by our carrier as needing this investigation. This report will provide management information about motor vehicle safety violations, as well as any subsequent action taken by the DMV against your driver's licenses and certificates.

Additionally, the following guidelines also apply:

- An employee shall not operate any vehicle which is unsafe.
- Drivers and passengers are required to use seat belts.
- Employees who are issued a cell phone or use a personal phone for business use are **prohibited** from using their phone while driving, including reading, writing or sending a text message. If your job requires that you keep your cell phone turned on while you are driving, you **must** use a mounted hands-free device that can be activated or deactivated with a single swipe or tap, and are encouraged to safely pull off the road before conducting Company business.
- If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for any liability resulting from such action.
- Employees must possess a valid driver's license from their state of residency. DMV records checks are conducted as a condition of employment for employees under this policy. This report will be run at the time of hire and on an annual basis thereafter. You will receive a copy of the report and Altadena Library District will retain the report in your personnel file.
- Information received from this report may be used as a basis for disciplinary actions up to and including dismissal, whether the offenses and infractions occurred during or outside work hours. If Altadena Library District determines that you have an unacceptable driving record as determined by the point system listed below, or your driver's license is suspended or revoked by the DMV, Altadena Library District will evaluate the situation and determine the appropriate course of disciplinary action, up to and including dismissal. You will be required to provide all

documentation, and authorize Altadena Library District to monitor the progress pertaining to any offense or infraction, for the purpose of evaluating the situation. This may include monitoring your participation in a rehabilitation program, training, treatment, or other such measures as a result of the offense or infraction.

You will be considered by Altadena Library District to be an unacceptable driver if your driving record shows any of the following point count totals:

- 4 points in 12 months, or
- 6 points in 24 months, or
- 8 points in 36 months, or

In addition, you will also be considered an unacceptable driver if:

- You have a single violation that carries a two-point count. Such violations include but are not limited to DUI, Reckless driving, Vehicular Manslaughter, etc.
- A felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months

Employees under this policy shall immediately notify their Manager in writing upon conviction of a moving offense or suspension or revocation of their driver's license. Failure to notify the Manager in writing of a conviction, suspension, or revocation, or driving with a suspended or revoked license may be cause for disciplinary action up to and including dismissal.

Emergency Closings

At times, emergencies such as severe weather, natural disasters, or power failures can disrupt Company operations. In extreme cases, these circumstances may require the closing of a work facility.

Employees in essential operations as determined by the immediate Manager may be required to work when operations are officially closed. In these circumstances, employees will receive their normal compensation.

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following policies will apply:

1. Inclement Weather

Conditions that excuse absence from work include: snow, road closure, announced danger, whiteout, heavy rain, and severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your Manager by phone, if telephone service is functional, or by any other available means.

Non-exempt employees will be paid for any time actually worked. Vacation or unpaid leave may be taken for unpaid time. Exempt employees will be paid a full day's pay for excused absences from work due to inclement weather, unless no work is performed during the workweek. No salary will be paid for workweeks in which no Company work is performed.

2. Natural Disasters

In the event of a natural disaster such as earthquake, fire, or explosion, the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

3. Power Outage

Should the Company experience a power outage, you are required to remain in the workplace to wait for power to return. All employees will be paid for the time while waiting for power to be restored.

If the power goes out near a scheduled meal period, you may be instructed to take your meal break. The Company will determine if employees are to remain in the workplace until the power is restored or go home for the day.

4. Pay Procedure When Sent Home

If you are sent home due to inclement weather, natural disaster, or a power outage, non-exempt employees will be paid for the time actually worked that day. Vacation or unpaid leave may be taken for the remainder of the workday. Exempt employees will be paid for a full day's pay if sent home.

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BENEFITS SUMMARY TABLE

Benefit/Policy	Eligible Employees	Date Eligible	Description
Medical/Dental Insurance, Vision Plan	Regular full-time Employees and their eligible dependents	1st of the month hire date	Health and dental insurance coverage, vision plan coverage
Group Life Insurance	Regular full-time Employees	1st of the month following hire date	Payment to beneficiaries upon Employee's death or dismemberment
COBRA	Employees and dependents covered by health insurance	Upon termination or as a result of losing benefit coverage	Continuation of health and dental insurance coverage
CalPERS Pension Program	Regular full-time Employees	Upon Hire	Altadena Library District's Retirement Plan (Public Pension Program)
Workers' Compensation Insurance	All	Upon Hire	Covers on-the-job injuries/illnesses
California Disability Insurance (SDI-CA Only)	California Employees who pay State Disability Insurance (SDI)	After a 7-day waiting period	Partial wage-replacement when unable to work due to a non-work-related illness or injury or a medically disabling condition from pregnancy or childbirth
Holidays	Regular full-time Employees	Upon hire	Holiday pay for Company observed holidays
	Part-time Employees	Upon hire, if holiday falls on a regularly scheduled workday	Holiday pay for Company observed holidays (Pay based on hours of normal schedule)
Free (Paid) Holidays	Regular full-time Employees	Awarded Jan. 1 st Annually	3 days per year, to be designated to a specific date/event
Vacation	Regular full-time Employees	Accrual begins from date of hire	1-5 years of service – 15 days/year
			6-9 years of service – 18 days/year
			10-14 years of service – 20 days/year
			15+ years of service – 25 days/year
	Part-time Employees	Accrual begins from date of hire	1-4 years of service – 37 hours/year
			5-10 years of service – 55.5 hours/year
10+ years of service – 74 hours/year			
Paid Sick Leave	Regular full-time	Accrual begins from date of hire	12 days per year
	Part-time, and Temporary Employees	Accrual begins from date of hire however employees	3 days or 24 hours per year (for part-time, pro-rated based on hours worked of 1 hour for every 30 hours worked)
Bereavement Leave	Regular full-time Employees	Upon hire	Up to 3 days leave upon death of a child or spouse, or other immediate family member (parents, step-parents, brothers, sisters, in-laws, grandparents, grandchildren).
	Part-time Employees	Upon hire	2 day leave upon death of immediate family member
Family/Medical Leave Act (FMLA) California Family Rights Act (CFRA)	Employees who work at a Company location that employs 50+ persons within a 75 miles radius and	After 12 months of service	<i>Note:</i> ADL is an eligible employer under FMLA/CFRA, however employees are not eligible as there are fewer than 50

	has worked at least 1,250 hours in the 12 months preceding the leave		employees at any Altadena Library District location within a 75-mile radius.
Pregnancy Disability Leave (PDL-CA Only)	Female Employees in California	Upon Hire	Up to four months of a pregnancy-related disability leave
Workers' Compensation Leave	All	Upon Hire	Disability leave for a work-related injury or illness that results in lost work time
Paid Family Leave (PFL-CA Only)	California Employees who pay State Disability Insurance (SDI)	Upon Hire	Up to six weeks of partial pay per year to care for a new child or sick family member (state paid)
Organ & Bone Marrow Donor Leave (CA Only)	All	Upon Hire/Annually	Up to 30 business days of paid leave per year for an organ donation in any one-year period; up to five business days of paid leave per year for a bone marrow donation
Jury Duty	Regular full-time Employees	Upon Hire	Unpaid leave when called for jury or witness duty (unpaid leave available for part-time Employees)
Military Leave	All	Upon Hire	Unpaid leave when called to active duty, training, or reserve duty
Military Family Leave (CA Only)	EE's who work at least 20 hours a week	Upon Hire	Up to 10 days of unpaid leave if the employee's spouse or domestic partner is a "qualified member" on leave from deployment
Civil Air Patrol Leave (CA Only)	EE's who are members of the CA Wing of the Civil Air Patrol	Has been employed at least 90 days preceding leave	Up to 10 days of unpaid leave per year to respond to emergency operational missions
Crime Victim Leave (CA Only)	All	Upon Hire	Unpaid leave for Employee or Employee's spouse, parent, child, sibling or guardian who are victim of domestic violence, sexual assault, a violent or serious felony, or hate crime
Non-Medical Leaves of Absence (CA Only)	All	Upon Hire	Unpaid leave for purpose of school visits for a suspended child; emergency duty by a volunteer firefighter, National Guard leave, reserve peace officers and emergency rescue or health care personnel, or volunteer civil service leave.
School Activities (CA Only)	Employees who are parents/step-parent/foster parent/person who stands in loco parentis to a child/guardians/grandparents in custody of a child enrolled in a CA public/private school (K-12) or licensed child day care facility	Upon Hire	Unpaid leave to participate in activities at child's school or day care facility, or find, enroll, or reenroll his or her child in a school or with a licensed child care provider (not only licensed child day-care facilities), and to address a child care provider or school emergency. Full-time: 40 hours each year (up to 8 hours in any calendar month); Part-Time: 20 hours each year.



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of Altadena Library District's Employee Handbook, effective February 2017 and understand that it contains important information on the Company's general personnel policies and on my privileges and obligations as an at-will employee. This handbook has been reviewed and explained to me by a representative of the Company.

I acknowledge that I am expected to read, understand, and adhere to Company policies and will familiarize myself with the material contained herein. I will seek explanations from my Manager for any portions of the Handbook I do not understand.

I understand that I am governed by the contents of the Handbook and that the Company may change any policies, benefits or practices described in the Handbook from time to time in its sole and absolute discretion with or without prior notice. Furthermore, I understand that employment with the Company is not for a specified term and is at the mutual consent of the Company and myself. Accordingly, either the Company or I can terminate the employment relationship at will, with or without cause, at any time.

My signature hereon confirms my voluntary agreement to this provision and further confirms that I have read and understood the contents of this Agreement.

Employee Signature

Employee Name (Print)

Date