| Inyo-Mono  Resource  Conservation  District  *Employee Handbook* | DRAFT  June 2024 |
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# Introduction

# 1.1 Message from the Executive Director

# 1.2 Notice to Employees and Functions of this Handbook

This handbook is intended to help you get acquainted with some of IMRCD’s policies and practices, to provide a general description of your benefits, and to convey necessary legal information in accordance with certain state and federal laws.

Underlying what we are communicating in this handbook is IMRCD’s desire to support individual performance and development and to provide the information necessary for all of us to make good decisions as we go about our daily work. We expect it will serve as a useful reference document throughout your employment at IMRCD. It is not intended to and doesn’t create any contractual obligations on the part of IMRCD or its employees.

Please read this entire handbook and sign the acknowledgment at the back within your first week of employment. You are responsible for knowing its contents and using it as a guide. We ask that you keep a copy of this handbook and refer to it as needed. If you have questions about any of the policies and procedures contained in this handbook, please direct them to your immediate supervisor.

IMRCD is a growing and changing organization. We reserve full discretion to modify or delete provisions of this handbook, or the policies and procedures on which they may be based, at any time without advance notice.

This handbook supersedes and replaces all other versions of these policies given to you either orally or in writing. This handbook can only be changed by the Board through recommendation. This handbook is the property of IMRCD and it is intended for your personal use and reference as an employee of IMRCD, and you are permitted to keep a copy of the Employee Handbook after you leave employment with IMRCD.

The effective provision of quality services requires positive relationships and goodwill between the Board of Directors (Board), supervisors, and the staff. The Employee Handbook was developed to define the elements of these relationships in the belief that clear exposition of rights and responsibilities will facilitate positive relationships and goodwill.

The Employee Handbook and any amendments are part of the new employment package and are given to employees and Board members upon joining IMRCD.

**Role of the IMRCD Board of Directors**

The Board of Directors represents IMRCD's interests, conviction, leadership, and functions as the final administrative authority and as the policy making body for the IMRCD.

The Board has the sole authority and responsibility to amend the Employee Handbook. Incumbent in that responsibility is the requirement that the Executive Director be notified of proposed changes and given opportunity for input prior to the adoption of any amendments. No amendments will be effective prior to the date of enactment by the Board. As the manager of the staff, it is intended that any revisions or edits be part of a collaborative process between the Board and supervisors. Similarly, it is intended that revisions will include a collaborative process between the supervisors and staff.

The Board retains exclusive authority to make final decisions regarding the Employee Handbook and acts as a grievance review committee available to review personnel actions with regard to layoff or termination.

# 1.3 Equal Employment Opportunity and Diversity

# At IMRCD we are committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live. Employment policies and decisions on employment and promotion are based on merit, qualifications, performance, and business needs. The decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner—without regard to race, religion, color, national origin, sex, age, marital status, sexual orientation, physical or mental disability, medical condition, military or veteran status, or any other factor determined to be unlawful by federal, state, or local statutes.

# In keeping with this policy, we do not engage in prohibited discrimination based on any protected characteristic, including an individual’s disability. IMRCD will make reasonable accommodations to comply with federal and state disability discrimination laws. IMRCD wishes to have timely, good faith discussions with a disabled applicant or employee to determine what accommodations may be appropriate and each is invited to identify for the company reasonable accommodations that can be made to assist in performing the essential functions of the position.

# We are committed to fostering an environment in which all individuals are valued equally. To that end, we all need to respect and encourage meaningful differences. People from different backgrounds and perspectives provide vitality, creativity, new ideas, and growth. Acceptance and appreciation of other cultures and ways of thought will contribute to a successful and rewarding working environment.

# It is the responsibility of every manager and employee to conscientiously follow this policy. If you have any questions regarding this policy, or have reason to believe that you (or someone else) have not been treated in accordance with this policy, please bring your questions or concerns to the attention of the Executive Director.

# Employment

# 2.1 Work Eligibility

On or before the first day of work, you will be asked to fill out appropriate forms for payroll purposes and for personnel records. In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all new employees at IMRCD are also required, as a condition of employment, to provide documentation that establishes their identity and legal right to work in the United States.

# 2.2 Employee Classification

At IMRCD, employee classification is based on a job description and on the nature of the position, consistent with the Fair Labor Standards Act and all applicable California laws. Employees are classified in various ways, as set forth below. All employees, regardless of classification, are in an introductory period during the first three (3) calendar months of employment. During the introductory period, you will be able to determine if the position is a fit for you as well as your manager will be evaluating your performance.

Employee Classifications:

* + 1. Full-Time Employees: A full-time employee is an employee who is assigned a definite work schedule of at least thirty-two (32) hours per work week. The definition of Full-Time employee may be different for some purposes such as medical benefits.

Full-time employees are eligible for all employer sponsored benefits, including health insurance benefits, upon meeting the qualifications outlined in the Benefits section.

* + 1. Part-Time Employees: A part-time employee is an employee who is regularly assigned a work schedule of fewer than thirty-two (32) hours per work week. Part-time employees are eligible for employer-sponsored benefits such as health insurance and receive pro-rated paid time off (vacation, sick, and holiday leave), providing they regularly work at least twenty (20) hours per week. Employees who work less than twenty (20) hours per week are eligible for legally mandated benefits only, not health insurance or holidays or vacation time.
    2. Temporary Employees: A temporary or intern employee is an employee who falls within one or more of the following categories: individuals who are expected to be employed for less than six months at the time of hire; individuals whose hourly work schedule per week is expected to be irregular or on an as-needed basis; individuals who are hired as interim replacements to assist in the completion of a specific project or for time off relief; individuals working through a school or educational program.

Temporary employees are not eligible for employer-sponsored benefits such as health insurance, paid vacation, and holiday leave. Temporary employees who are on IMRCD’s payroll are eligible for those benefits mandated by law, including, workers’ compensation, State Disability and Unemployment Insurance.

Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. These classifications are not eligible for any of the Company’s benefit programs, other than Sick Leave.

All positions will further be designated as Non-Exempt or Exempt:

1. Non-Exempt: Non-Exempt Employees are entitled to overtime pay and other requirements as required by applicable federal and state law.
2. Exempt Employees: Exempt Employees are not entitled to overtime pay pursuant to applicable federal and state laws.

Employees will be informed of their assigned employment classification upon hire and as modified. Any questions regarding employment classification should be directed to your manager.

IMRCD also works with outside consultants and independent contractors from time to time. These individuals are not considered employees and are therefore ineligible for any employer-sponsored benefits or those mandated by law.

# 2.3 Changes in Employee Classification

Employee classification (which determines eligibility for benefits and/or overtime pay) may change over the course of employment with IMRCD. If at any time you have a question about a possible change in your classification, please speak with the Executive Director.

Changes in employee classification may result from a job change, a promotion, a change in work hours or job description. Normally, a temporary change in job duties or work hours will not impact an employee’s classification.

# 2.4 Orientation Period

## To ensure that new employees are able to satisfy the requirements of the position for which they are hired, the first three (3) calendar months of employment shall be considered the minimum orientation period for regular IMRCD employees. During this period, health benefits do start on the first day of the next full month after the hire date, and vacation pay, and sick pay will start being accrued, but not eligible to use. If the employee becomes sick, or has an emergency requiring his/her absence, the employee will not receive remuneration for the time of his/her absence. If the employee does not continue employment after the three-month orientation period, the employees accrued vacation time will not be paid out.

# 2.5 Position Descriptions

## Each employee of IMRCD should have a written position description in their employee file. The position description, which initially reflects the job posting, will define the primary areas of responsibility, provide examples of specific duties, and specify the level of education, experience, and knowledge required for the position, as well as the skills and abilities considered important for successful performance. All staff are expected to fulfill the essential functions and requirements of their position, with or without a reasonable accommodation.

## Position descriptions are not set-in stone and will change, in whole or in part, over time. You are expected to discuss any significant changes in your functions and responsibilities with your supervisor, who together with the Executive Director, has the authority to formalize changes in the position description and title.

# 2.6 Job Postings

## It is the intention of IMRCD to fill job vacancies with the best possible fit for the job, giving special consideration to any present employees who express an interest in and are qualified for the position. Job openings and promotions will therefore generally be posted so that all interested employees may apply. All offers of employment are contingent upon verification of the candidate’s right to work in the United States, as required by the Immigration Reform and Control Act of 1996.

# 2.7 Performance Feedback, Reviews and Goal Setting

Feedback is deemed an important part of IMRCD’s culture. Our staff value having regular check-ins and discussions with their supervisors to clarify their roles and responsibilities and to obtain feedback on what they need to succeed and grow professionally. These check-ins are done in a manner that provides complete feedback, openness and honesty and are often very straightforward. Staff also appreciate having an opportunity to reflect upon and discuss their accomplishments, contributions and challenges with their supervisor, and to have their efforts, progress and achievements acknowledged. Staff also benefit from receiving feedback from team members and others they may have worked with throughout the year to gain different perspectives.

IMRCD strives to meet those needs while also recognizing the fast-paced environment in which we work does not always allow for as much reflection as we would like. We seek to balance workflow with feedback in order to grow while also meeting current objectives. While feedback discussions will usually occur monthly throughout the year, we ask that one in-depth and reflective exchange take place each year and that it be documented using the guidelines and templates found in Appendix A.

IMRCD takes a collaborative approach to the performance review process, with the goal of making it meaningful and manageable. The employee and supervisor will take a collaborative approach to troubleshooting, setting goals and creating plans to meet those goals.

Staff are responsible for choosing up to 3 significant accomplishments and 1-2 challenges they wish to highlight and discuss with their supervisors as part of their self-evaluation. They are also asked to provide feedback for the supervisor and the organization that will contribute to ongoing engagement and motivation.

At any point throughout the year, staff may directly request feedback from others they have worked with, or ask their supervisors to solicit feedback on their behalf. Ideally, feedback from others will be solicited soon after a major effort or specific accomplishment, as it will be easier for others to remember any specifics and will be more useful going forward. During periods of heavy workflow, the feedback may take time.

Supervisors are responsible for identifying and providing feedback on the critical skills, competencies, traits, and/or values that are necessary for success in the position and in the organization. Supervisors also provide support to help staff develop and meet their professional development goals. These more in-depth check-ins are an opportunity to track progress and identify opportunities for continued professional growth.

This “review” discussion is intended to be an open, two-way exchange that informs the written documentation each will prepare separately. It is also an opportunity to discuss the working relationship between you and your supervisor, clarifying what is working well, acknowledging any challenges, and identifying solutions.

If for any reason, you have a disagreement with your supervisor’s review of your performance that could not be resolved in the review discussion, you can bring this to the attention of the Executive Director, who will attempt to mediate and resolve the disagreement.

It should be noted that a good performance review does not guarantee a pay raise, nor is it a promise of continued employment. IMRCD provides pay raises based on our pay schedule. Occasionally, employees will be recognized and promoted to higher responsibility which is compensated by higher pay.

Generally, salaries are reviewed in November/December and any adjustments become effective on January 1st. Salary increases are based on our salary schedule because IMRCD is committed to applying a fair and equitable process in making such decisions.

Individual goals are developed and submitted separately. They are typically written in January or within the first 3-6 months of hire. They are based upon both the grants or projects the employee is hired to work on and the most current IMRCD Strategic Plan. These goals should also include one’s professional development goal/s. The employee’s direct supervisor or the Executive Director will review the goals, including any revisions made throughout the year. While the goals will inform the performance review process in many cases and may be referenced in highlighting significant accomplishments or challenges, the goals should not be “listed “in the documented performance review. During regular check-ins with your direct supervisor, you are encouraged to discuss progress on your goals as well as the possibility of not meeting them.

# Compensation

# 3.1 Pay Procedures

~~Employees are paid on a monthly basis, with paychecks provided every other Friday. This schedule produces 26 pay dates per calendar year. The Company’s workweek for wage calculation is 12:01 a.m. Sunday to midnight on Saturday.~~

~~On each payday employees will receive a direct deposit notice. Employees can set up a personal account with PayChex Flex to receive a pay statement showing gross pay, deductions, and net pay.~~

~~IMRCD uses PayChex Flex to process payroll and requires automatic payroll deposit for employees to a qualifying banking institutions. The Direct Deposit Authorization Form is provided to new employees upon hiring and adjustments or changes can be made at any time by completing a new form and submitting it to the Office Manager.~~

# 3.2 Payroll Deductions

Federal and state laws require IMRCD to withhold the following taxes from employee’s wages: (1) federal income tax, (2) California income tax, (3) Federal Insurance Contributions Act (FICA) (Social Security and Medicare) payroll tax, and (4) state disability insurance contributions (SDI). If IMRCD receives a court order to garnish an employee’s wages, we must comply with that order.

Voluntary deductions include a 401(k) plan contributions. Please see the section below on Retirement Benefits for more information about IMRCDs 401(k) retirement plan.

No voluntary payroll deductions will be withheld from an employee’s paycheck without the employee’s authorization.

# 3.3 Overtime Pay

Non-exempt employees will be paid overtime where appropriate. Overtime is any work performed beyond 8 hours in a day, beyond 40 hours worked in a week and the first 8 hours worked on the 7th consecutive day of work in the established workweek. Overtime is paid at a rate of 1.5 times the employees’ regular rate of pay. Double time is any work performed beyond 12 hours in a day and any hours worked beyond 8 on the 7th consecutive day of work in the established workweek. Double time is paid at a rate of 2 times the employees’ regular rate of pay.

Only hours worked are counted when computing overtime. Holiday, vacation, sick, PTO or other forms of compensable hours which are not actually worked are not considered when calculating overtime.

All non-exempt employees must receive prior approval from his or her manager before working any overtime. Violations of this rule will subject the employee to disciplinary action, up to and including termination. All overtime work must be reported on the employee’s timecard, whether or not prior approval to work the overtime was requested and/or granted.

**Meal Periods**

Each non-exempt employee is authorized and permitted to take a minimum of 30-minute unpaid meal period during each day in which he or she works at least five (5) hours. Managers will inform employees when they are scheduled for a 30-minute unpaid meal based upon their position. Each non-exempt employee must begin his or her 1st meal period before working over five (5) hours and is entitled to a 2nd unpaid meal period before working ten (10) hours. If an employee works over 10 hours, but not more than 12 hours, the employee may voluntarily waive his/her 2nd meal period as long as he/she has taken the first meal period. If an employee works a shift that is *less than* six (6) hours, the employee may voluntarily waive his/her meal period. However, the shift must be completed in six (6) hours and a meal period waiver must be on file in advance of the employee skipping the meal period in order to take advantage of this exception. IMRCD does not require its employees to waive meal periods.

**Rules Related to Meal Periods:**

1. Non-exempt employees are provided an unpaid meal break (of at least 30 minutes) ***before*** working more than 5 hours
2. Non-exempt employees are provided a 2nd unpaid meal break before they work over 10 hours. (Employee can waive this 2nd meal period if they will complete their shift in less than 12 hours and have taken their first meal break.)
3. Employees are relieved of all duty during their meal periods
4. The meal periods are uninterrupted and at least 30 minutes in length
5. Employees are free from the control of the employer during their meal periods
6. Employees are free to leave the premises during their meal periods.
7. Employees are required to clock out for their meal periods and must record the time the meal period started and ended on their timecard

In limited situations, certain designated employees may be required to work an on-duty meal period due to the nature of the employee's duties. Only if the nature of your job duties requires it, and you and the company have agreed to an on-duty meal period in writing, will you be permitted to take an on-duty meal period. In this situation, your on-duty meal period will be paid and treated as hours worked.

If, for any reason, an employee believes that he/she is not being provided or afforded meal breaks in accordance with the rules set forth above, the employee must immediately report the concern to their manager or other member of IMRCD management. No employee will be retaliated against for bringing a complaint related to meal or rest breaks to management’s attention.

**Rest Periods**

Each non-exempt employee is authorized and permitted to take a paid fifteen (15) minute rest period for every four (4) hours worked or major fraction thereof. However, employees whose total daily work time is less than three and one-half (3½) hours are not entitled to any paid rest period. Rest periods should be taken near the middle of the morning and afternoon work periods.

| Hours Worked | Number of 10-minute Rest Breaks |
| --- | --- |
| 0 to 3.5 hours | 0 |
| 3.5 to 6 hours | 1 |
| 6 to 10 hours | 2 |
| 10 to 14 hours | 3 |

Rest periods should not be added to meal breaks nor can they be subtracted from the number of hours you are assigned to work each day. Employees are free to leave the premises during rest periods however must be back by the end of the 10 minutes. Employees who do not adhere to Company policies and state law regarding meal breaks and rest periods will be subject to disciplinary action, up to and including termination.

If, for any reason, an employee believes that he/she is not being provided or afforded rest breaks in accordance with this policy, the employee should immediately report the concern to their manager or other member of IMRCD management. No employee will be retaliated against for bringing a complaint related to rest breaks to management’s attention.

3.4 Travel Reimbursement Policy

The purpose of this policy is to furnish rules and procedures for the staff in incurring expenses for the purpose of furthering the interests of IMRCD and for claiming reimbursement for such expenses.

All travel must be coded and authorized. Any travel other than routine mileage must be authorized in advance. Supervisors will approve staff travel. The President will approve travel requests for supervisors, Board and committee members.

An Expense Voucher will be completed and signed by the employee requesting a reimbursement. When an employee is reimbursed for actual expenses, receipts will be attached to the travel voucher.

The rate of reimbursement for automobile travel will keep current with the IRS mileage allowance rate. No receipts are necessary for gasoline usage, but an employee must state the destination and number of miles driven on a daily basis on the Expense Voucher or log them in Expensify. If the travel is more than 150-200 miles round trip, staff shall look into the cost difference of mileage on a personal vehicle vs. renting a car and choose the more economical option.

Mileage to and from residence will not be reimbursed by IMRCD. Mileage reimbursement will be paid only if actual miles traveled exceed round trip mileage from home to IMRCD office. Exceptions to this policy are at the discretion of the Executive Director or Board of Directors. No mileage reimbursement will be issued to employees unless proof of current auto insurance and driver’s license is on file.

# Benefits

# 4.1 Mandated Benefits

The following benefits are provided to all IMRCD employees:

a) Social Security: IMRCD will pay its share towards Social Security covering each employee as required by law.

b) Workers’ Compensation: IMRCD carries worker’s 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 results from work-related injuries. The cost of this coverage is paid by IMRCD. Questions concerning our workers’ compensation coverage should be directed to your supervisor. You must immediately report any on-the-job injury to your supervisor, regardless of how minor the injury may be. Supervisors are also responsible for notifying the proper personnel when made aware of a work-related injury.

IMRCD or its insurer will not be liable for the payment of workers’ compensation benefits for any injury that arises out of an employee’s voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee’s work-related duties.

c) State Disability Insurance: Each IMRCD employee contributes to California State Disability Insurance through payroll deductions. California State Disability Insurance is payable when you cannot work because of illness or injury not related to employment, when you are disabled due to pregnancy or when you are entitled to workers’ compensation at a rate that is less than your daily disability benefit amount. The determination of benefits is up to the state of California. Coverage begins on your first day of employment and ends on your last.

Forms can be obtained from the California Employment Development Department or the employee’s physician. For more information about California State Disability Insurance, please speak with the Office Manager.

d) Unemployment Insurance: IMRCD covers all expenses for unemployment insurance.

# 4.2 Health Insurance

IMRCD provides medical and dental insurance benefits for its regular employees working at least 20 hours per week. All health insurance plans are administered online through Anthem. This section provides you with general information concerning the health insurance plan IMRCD offers, but is not intended to cover the details of each plan. You will receive information and enrollment instructions upon becoming eligible to participate and you will be informed annually of any changes. As with most policies, insurance coverage may be subject to elimination or modification at any time.

IMRCD currently covers 100% of medical and dental insurance premium expenses for eligible full time and part time employees. Part time employees who regularly work between 20 and 32 hours per week will receive a prorated contribution amount from the company. Employees become eligible to participate in these plans starting the first day of the month following their date of hire.

For the purposes of insurance coverage, “immediate family” is defined as spouse, domestic partner, child or children. The employee is responsible for the payment of 100% of any premiums for any elected dependent coverage.

**Premium Payments for Employees on Leave**

IMRCD will pay the employer’s portion of premiums for group insurance benefits during any employer paid leave period the employee is authorized to take, including paid disability and parental leaves.

# **Continuation Coverage under COBRA**

# The Consolidated Omnibus Budget Reconciliation Act (“COBRA”) requires that most employers sponsoring group health plans offer employees and their families the opportunity to continue their coverage for a period of time at group rates in certain instances where coverage under the plans would otherwise end. There are a number of “qualifying events” that could make you or your dependents eligible to continue your insurance coverage under COBRA, including termination of employment, an extended leave of absence, or a legal separation or divorce, in which case your spouse would become eligible to elect COBRA.

# 4.3 Paid Time Off

**Holidays**

IMRCD provides 13 paid holidays each year. They are generally observed on the following days each year. If an employee doesn’t observe the following holidays and wishes to use their paid holidays on dates observed in their own traditions, IMRCD will honor an alternative holiday schedule. Holidays must be used within the calendar year.

New Year’s Day Labor Day

Martin Luther King Jr. Birthday Thanksgiving Day

President’s Day Day After Thanksgiving Day

Memorial Day Christmas Eve

Juneteenth Christmas Day

Independence Day (2) Floating Holidays

Full and part-time employees who regularly work at least 20 hours per week receive holiday pay for the days listed above. Paid holidays are calculated according to the employee’s regular schedule. Employees working less than full-time receive pro-rated holiday benefits.

If a holiday falls during an employee’s vacation, the holiday time will be applied to the time off. An employee on any type of leave of absence will not receive holiday pay, nor can the time be recaptured upon return from the leave.

Floating Holidays must be used by the end of the calendar year and do not roll over to the following year.

Holidays are not paid during a leave of absence, paid or unpaid. Unlike vacation benefits, they are not paid out to employees upon the termination of their employment.

**Vacation**

IMRCD regular employees working at least 20 hours per week are eligible for paid vacation time. Vacation hours begin accruing immediately.

Vacation time continues to accrue when an employee is out on vacation or taking sick leave, it does not accrue during any other leave of absence except where specified in this handbook.

Employees working 40 hours per week will accrue vacation at 120 hours per year.

Employees working less than 40 hours per week, but at least 20 hours per week will receive pro-rated vacation benefits.

IMRCD recognizes the value of periodic rest and recreation for employees and encourages employees to use the full amount of vacation they have accrued. To encourage employees to do so, IMRCD limits the maximum number of days that can be accrued. The accrual of vacation benefits ceases after an employee’s accrued but unused vacation reaches 240 hours or 30 days. No further vacation will accrue until the employee reduces his or her accrued but unused vacation by taking vacation time off.

The accrual maximum for exempt employees working less than 40 hours per week but at least 20 hours per week is determined on a pro-rated basis.

Unused vacation days in one year are carried over, or transferred, to the next year. IMRCD does not pay employees for unused, accrued vacation, except at the time of resignation or termination. Upon termination or resignation, eligible employees will be paid for any earned but unused vacation

Employees should notify their supervisor at least 2 weeks in advance of taking a vacation so necessary staffing and schedule arrangements can be made. Vacation days planned should not exceed those that are accrued and unused, as described above.

Please note that both exempt and non-exempt employees may charge their time in hourly increments.

Additionally, if you are unable to return to work as planned because of missing a plane, being snow-bound, etc., such time will be counted as vacation. If you are traveling on IMRCD business and you are unable to get to work because of missing a plane, being snow-bound, etc., such time will not be charged to vacation.

IMRCD reserves the right to require employees to use, or to prohibit employees from using, their accrued vacation during any shut down period, except as prohibited by law.

**Sick Leave**

IMRCD provides paid sick time to regular full and part-time employees to provide you with protection against loss of income if you are ill or injured, or if you need time off from work for necessary or routine health care.

Sick leave may be taken for the following reasons:

* The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member.
* To seek care, psychological counseling, shelter or support services, safety-related measures, or any relief, including restraining orders, to help ensure your own or your child’s health, safety, or welfare if you or your child is a victim of domestic violence, sexual assault, or stalking.

For purposes of Paid Sick Leave, Family Member means:

* Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
* Your spouse or registered domestic partner.
* Your parents or your spouse’s or registered domestic partner’s parents (including biological, foster, and stepparents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
* Your grandparents.
* Your grandchildren.
* Your siblings.
* A person designated by you at the time you request paid sick leave. You will be limited to making this designation once per 12-month period for purposes of paid sick leave.

Paid Sick Leave will be paid at the employees’ regular rate of pay. Sick leave absences after an employee has exhausted their accrued paid sick time may require evaluation for a leave of absence and/or information from a physician to ensure the employee can safely return to work.

Abuse of the IMRCD’s sick leave policy is dishonest and may lead to discharge of employment.

Employees are expected to notify their supervisors if they are out sick or when they wish to use sick leave to care for a family member or designated person. If the need for paid sick leave is foreseeable, employees must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Employees are not expected to work while taking sick leave and should not feel obligated to do work when they are home ill. In the event that an employee does work from home when ill, they are responsible for keeping an accurate account of their time worked for allocation purposes and reflecting their non-working/sick time on their timesheet.

Employees accrue sick leave on an accrual basis for a total of 80 hours per year or a pro-rated amount for part-time employees. Sick leave may be used/taken in hourly increments and any unused leave will be carried over to the next year. The accumulation of sick leave is unlimited, but unused sick leave is non-compensable upon resignation or termination. Sick time begins accruing immediately but cannot be used until an employee’s 3-month probationary period is completed.

Employees may apply accrued sick leave while out on disability, pregnancy or worker’s compensation leave. Please refer to the section on Medical Leaves for more information on the use of sick leave and other benefits applied to a disability.

IMRCD retains the right to request verification for all absences due to illness or disability. In some instances, a release to return to work may also be required to ensure your health and safety and/or the health and safety of other employees.

**Discretionary Unpaid Leave of Absence**

The IMRCD provides unpaid leaves of absence where required by law. Discretionary unpaid leaves of absence without compensation may be granted to an employee at the discretion of the Executive Director or their designee. During a leave of absence, employees will not accrue wages or benefits pursuant to any employee policy, except as required by law. Generally, leaves of absence must be requested and approved prior to commencement of leave.

A leave of absence up to two (2) months for personal reasons other than those described in this policy may be granted or denied at the sole discretion of the Executive Director. Approval of the duration of the specific leave granted is at the sole discretion of the Executive Director.

Employees should request personal leave as soon as possible before the date they would like the leave to begin. Failure to report to work on the first day after expiration of an approved leave will be deemed job abandonment.

Health insurance benefits ordinarily provided by the District, and for which the employee is otherwise eligible, will be continued during the period of personal leave only if the employee elects to pay the full costs of such coverage. The cost of dependent coverage normally borne by the employee will also remain the sole responsibility of the employee. The employee should make arrangements with the Office Manager to pay for the costs of such coverage before the leave begins, subject to the guidelines of the current carrier. Failure to pay health benefits premiums will result in the termination of coverage.

Although the District is unable to guarantee reinstatement after personal leave, an employee who returns to work at the end of his or her leave of absence will be returned to his or her former position, if available, or will be offered the first available opening in a comparable position for which he or she is qualified. Such an employee will be credited with all service prior to the commencement of his or her personal leave, but not for the period of the personal leave.

**Voting Time**

Non-exempt employees may take up to two hours of working time to vote in a statewide or national election. Since polling places are generally open before and after work, we ask that you make every effort to vote outside of your normal working hours. Employees unable to vote before or after work should make advance arrangements with their supervisor for reasonable time off to vote at the beginning or end of their normal work hours.

**Jury and Witness Duty**

All regular full and part-time employees will be granted up to two paid weeks per year for the purpose of serving on a jury, provided that they give IMRCD reasonable notice. If an employee is required to be absent for more than two weeks, for the purpose of serving on a jury, the employee will be granted an unpaid leave of absence for any time in excess of the two weeks. Employees must furnish proof of their service to the court.

All employees will be granted an unpaid leave if called to serve as a witness in a legal proceeding.

**Bereavement Leave**

The Company will provide eligible employees up to five days of paid bereavement leave in accordance with the California Family Rights Act.

Eligibility

To be eligible for bereavement leave, you must be employed by the Company for at least 30 days prior to the start of leave.

Reasons for Leave

Eligible employees may take bereavement leave for the death of a family member.

As used in this policy:

* ***Family member*** means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.
  + ***Child*** means a biological, adopted, or foster child; a stepchild; a legal ward; a child of a domestic partner; or a person to whom you stand in loco parentis.
  + ***Parent*** means a biological, foster, or adoptive parent; a parent-in-law; a stepparent; a legal guardian; or other person who stood in loco parentis to you when you were a child.
  + ***Sibling*** means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Use of Leave

Eligible employees will be provided up to five days of paid bereavement leave in the event of the death of a family member. The five days of bereavement leave do not have to be taken consecutively. Bereavement leave must be completed within three months of the date of the family member’s death.  
Bereavement leave will run concurrently with other federal/state laws where permitted by law.

Notice

If your need for leave is foreseeable, provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical.

You may be required to provide reasonable documentation of your need for leave. This may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. This documentation must be provided within 30 days of your first day of leave.

All information received by the Company regarding your request for bereavement leave will be treated as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

## Reproductive Loss Leave

The Company will provide eligible employees with unpaid reproductive loss leave in accordance with California law.

Employees who have been employed for at least 30 days will be provided with up to five (5) unpaid days of reproductive loss leave following a reproductive loss event.

Employees who experience more than one (1) reproductive loss event within a 12-month period are limited to unpaid 20 days of reproductive loss leave in a 12-month period.

For purposes of this policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction via artificial insemination or an embryo transfer.

Leave may only be taken on regularly scheduled workdays. Leave does not need to be taken on consecutive days. Leave must be completed within three (3) months of the reproductive loss event, except that if the employee is on some other leave from work prior to or immediately following a reproductive loss event, the reproductive loss leave is available for use during the three (3) months following the end date of the other leave.

Reproductive loss leave is unpaid, except to the extent the employee is eligible for paid leave for these purposes under other Company policies. The employee may elect to use accrued vacation/PTO or sick leave to receive pay during any unpaid leave taken under this policy.

Leave provided pursuant to this policy will run concurrently with any other applicable leave of absence for covered reasons, to the maximum extent permitted by applicable law. The substitution of paid time for unpaid leave time does not extend the length of leave and the paid time will run concurrently with the employee’s reproductive loss leave entitlement.

Employees must inform their supervisor prior to commencing reproductive loss leave. The Company will maintain the confidentiality of any employee requesting leave under this policy including information provided to the Company related to a request for leave.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

**Time Off for Crime Victims**

Victims of domestic violence or other crime may have a reasonable amount of unpaid time off to seek relief, such as a restraining or protective order, or to take measures to protect the safety, health, or welfare of the employee or his or her child. Employees may also take unpaid time off to attend judicial proceedings related to a crime committed against the employee or the employee’s “immediate family member.” Immediate family in this instance shall mean spouse, father, mother, children, brother or sister, in-laws (son, daughter, father, mother, brother, sister), grandparents, grandchildren, stepparents, and stepsiblings. Employees would be required to use any paid time off (PTO) available. IMRCD may require employees to provide verification of the need for time off.

**Medical Disability Leaves**

Medical disability leave is available to an employee whose physician certifies that the employee is temporarily disabled from performing his/her job due to a serious health condition, injury, pregnancy or pregnancy-related conditions. Please refer to the sections below for information specific to pregnancy disability leaves or leaves resulting from a work-related injury.

Medical certification of a disability should be submitted at or before the start of a disability leave of absence, whenever possible. The medical certification should confirm that you are unable to work due to your medical condition and also state the anticipated date of return to work. Requests to extend an initial leave must also be accompanied by supporting medical certification and should be directed to the attention of the Office Manager in advance of the previously estimated return date. An employee returning to work from a disability leave may be asked to submit a written release from the treating physician upon returning to work, along with any accommodations that may be needed.

**Pay during a Medical Disability Leave**

Employees on disability leave should apply promptly for State Disability Insurance (SDI) and accrued sick leave will be applied during any waiting period prior to being eligible for SDI. The EDD (Employment Development Department) provides the forms needed to apply, and these may be obtained online: http://www.edd.ca.gov/

In addition to SDI, IMRCD will pay the difference between the employee’s base salary and the state’s disability pay for up to a period of 6 weeks, following the initial waiting period, providing the employee meets the following criteria:

1. Regularly works at least 20 hours per week.

2. Has worked for IMRCD for at least one year prior to the time of the medical disability leave.

3. Has not received medical disability compensation from IMRCD within the previous three years.

In no event may the employee’s use of sick leave or receipt of IMRCD’s short-term disability pay result in more than 100% of the employee’s regular salary when combined with state disability benefits.

Employees who are not eligible to receive Sustainable Conservation’s short-term disability pay may elect to apply accrued vacation to their medical leave after any accrued sick leave is exhausted. The use of vacation benefits does not conflict with SDI’s payments. Employees should notify the Office Manager in writing if they intend to apply accrued vacation to their leave. Following the use of accrued sick and vacation time, the remainder of the leave shall be unpaid.

**Insurance Coverage during Leave**

IMRCD will continue to pay for insurance coverage for employees during the paid portion of a medical disability leave. If additional unpaid leave is approved, employees who want to continue health insurance coverage for themselves or for their dependents through IMRCD, they can do so for the duration of their leave by reimbursing IMRCD for the cost of their coverage.

During a paid medical disability leave, employees will continue to be responsible for the payment of any dependent insurance premiums.

**Impact on other Benefits**

Benefits such as vacation and sick leave will not accrue during a medical disability leave, except those portions covered by accrued sick and vacation leave.

**Reinstatement Upon Return from Leave**

Employees returning from a medical disability leave will be returned to their same job unless, for organizational reasons, IMRCD was unable to hold the job open or to fill it temporarily. Under these circumstances, the employee will be offered a substantially similar job if one exists and the employee is qualified to perform it.

**Pregnancy Disability Leave**

This policy applies so long as IMRCD has five or more employees. Pregnancy-related disability leave refers to a period when employees take time off work because they are disabled by pregnancy, childbirth, or related medical conditions. Employees of IMRCD who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave (PDL) of up to four months. PDL may include time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth. PDL leave need not be taken in one continuous period. Leave may be taken intermittently or on a reduced work schedule when medically advisable.

Employees may request a transfer to a less strenuous position or less strenuous duties where the transfer is medically advisable. Transfer requests will be granted to the extent IMRCD can reasonably accommodate the request. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at IMRCD’s discretion, to a position more suited to such a leave for which the employee is qualified. The position to which an employee is transferred will have the same pay and benefits as the employee’s former position.

Employees should advise the Office Manager of their intent to take pregnancy disability leave as soon as possible. The notice (which can be verbal) should include the anticipated timing and duration of the leave or transfer. If the need for leave or transfer is foreseeable, employees must provide at least 30 days’ advance notice before the pregnancy disability leave or transfer is to begin. Employees must consult with their supervisor regarding the scheduling of any planned medical treatment or supervision so as to minimize disruption to the operations of IMRCD. Any such scheduling is subject to the approval of the employee’s health care provider. If 30 days’ advance notice is not possible, notice must be given as soon as practicable. Failure to comply with these rules is grounds for, and may result in, deferral of the required leave until the employee complies with this notice policy.

Pregnancy leave will usually begin when ordered by the employees' physician. Employees may be asked to provide IMRCD with a certification from a health care provider. The certification indicating disability should contain: the date on which employees became disabled due to pregnancy; the probable duration of the period or periods of disability; and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of the employee’s position without undue risk to the employee, the successful completion of the pregnancy, or to other persons. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave. IMRCD may also require certification by the employee’s health care provider that the employee is fit to return to work.

Employees on PDL are not permitted to take on any other employment, even on a temporary basis, without written authorization from IMRCD. IMRCD will not discriminate against employees or applicants as a result of the approved use of PDL or a proper request for such leave.

While portions of a PDL may be unpaid, you may apply for the state’s short-term disability benefits. In addition, IMRCD will pay the difference between your base salary and the state’s disability pay for up to a period of 6 weeks, following any initial waiting period, and providing you have met the same criteria as required for any other medical disability as described in that section. Any accrued sick leave may be used during PDL. No vacation or sick leave hours or holiday hours are accrued during the leave period. Employees may use accrued vacation or personal leave hours during the leave period.

Employees returning from PDL will be offered the same position they held at the time of leaving, unless the job no longer exists or preserving the job would substantially undermine the IMRCD’s ability to operate safely and efficiently. If the employee’s former position is not available, an equivalent position will be offered unless there is not an equivalent position available or filling the available position with the employee would substantially undermine the IMRCD’s ability to operate safely and efficiently.

**CFRA**

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

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

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

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

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active-duty status may use their 12-week leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. (CFRA for 12 weeks if the care provider is eligible for both or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is a current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken, COMPANY NAME uses a rolling calendar year. Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

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

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (CFRA). Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, the employee may apply for leave under the CFRA, for purposes of baby bonding.

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

Leave Procedures

The following procedures shall apply when an employee requests family medical leave:

* Please contact Human Resources as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Company at least 30 days before leave is to begin. You must consult with your supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
* If you cannot provide 30 days' notice, the Company must be informed as soon as is practical.
* If the CFRA request is made because of your own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
* If the second opinion differs from the first opinion, the Company may require you, at the Company’s expense, to obtain the opinion of a third health care provider designated or approved jointly by you and the employer. The opinion of the third health care provider shall be considered final and binding on you and the Company.

Certification

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

If the leave is needed to care for a sick child, spouse, or parent, you must provide a certification from the health care provider stating:

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

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

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

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

If you are absent because of your own serious health condition, the Company will also require a medical release to return to work form or certification from your health care provider that you are able to resume work. Failure to provide a release to return to work certificate from your health care provider will result in denial of reinstatement until the certificate is obtained.

Leave Related to Military Service

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

Health and Benefit Plans

If you are taking family medical leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled in before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Company will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Company may recover premiums paid to maintain health coverage if you fail to return to work following family/medical leave. Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, CFRA leave is unpaid. For more information on specific circumstances requiring or allowing the substitution of paid leave contact Human Resources.

Reinstatement

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

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

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

Time Accrual

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

Carryover

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

Intermittent Leave

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

**Paid Parental Leave**

IMRCD is not subject to FMLA or CFRA leave requirements, but voluntarily provides parental leave to employees who have completed at least one year of service prior to the start of the leave period. The leave includes a supplemental paid benefit that combines with California’s Paid Family Leave benefit and may pay up to 100% of the employee’s weekly wages during an 8-week leave period. Primary or secondary caregivers may be eligible to apply for this leave. When parental leave is used following a pregnancy disability leave, it is the employee’s responsibility to notify IMRCD’s accounting department when applying for the separate Paid Family Leave (PFL) benefit in order to coordinate the integration of IMRCD’s parental leave benefit. In the event an employee voluntarily resigns from their position, prior to completing 6 full and continuous months of employment once returned from their leave of absence, they will be required to pay back the amount of salary continuation they received during their leave.

The EDD (Employment Development Department) provides the forms needed to apply, and these may be obtained online: http://www.edd.ca.gov/

**Work-Related Illness or Injury Leave**

A leave of absence due to a disabling work-related illness or injury is generally not limited in duration. Employees returning from such a leave will be returned to their same job unless, for organizational reasons, IMRCD was unable to hold the job open or to fill it temporarily because to do so would have resulted in an undue hardship on the organization. Under these circumstances, the employee will be offered a substantially similar job if one exists that the employee is qualified to perform.

**Military Service**

All employees who enter the Armed Forces of the United States, the National Guard, or the Reserve Corps will be granted unpaid military leave in accordance with state and Federal law. Employees must furnish a copy of their official orders or instructions.

**School Activities**

Parents, guardians, stepparents, foster parents, employees who stand in loco parentis to a child, or grandparents having custody of one or more children may take unpaid time off if those children are in grades K-12 or with a licensed child care provider to: (1) participate in activities of their child’s school or licensed child care provider; (2) address a school or child care provider emergency when their child cannot remain with a child care provider or in school due to the following reasons – (a) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (b) behavioral or discipline problems, or natural disasters; (c) closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (d) a natural disaster, including, but not limited to, fire, earthquake, or flood; or (3) find, enroll, or re-enroll a child in school or with a child care provider. Unpaid time off under this leave cannot exceed eight hours in a calendar month (unless employees are using the time off to address a child care provider or school emergency) and cannot exceed 40 hours per year. Prior to using such leave, employees must provide as much advance notice as possible to their supervisor. If both parents are employed by IMRCD, only the first employee to request this leave is guaranteed to receive the time off. Employees who take time off under this policy must first utilize any existing vacation for the absence. If requested by IMRCD, employees must provide documentation from the school that indicates that employees participated in a school activity on the day of the absence for that purpose. IMRCD will not discriminate or retaliate against employees who request or take a leave of absence for school activities.

# 4.4 Retirement Plan

IMRCD administers a 401(k) plan which all employees over the age of 21 are eligible. There is no minimum hours per week requirement or length of time employed requirement. Administration of this program is paid for entirely by IMRCD.

Matching Contribution: At this time, IMRCD does not offer any retirement program match.

# 4.5 Education and Professional Development

Within fiscal restraints, IMRCD assists employees in increasing the effectiveness of their performance in their present positions and encourages employees to obtain skills, knowledge, and abilities which may improve their opportunities for career advancement.

IMRCD views on-the-job training as the most effective means of professional development and encourages employees to discuss opportunities for “stretch assignments” toward this end. Additionally, coaching and mentoring may come from internal resources other than one’s direct supervisor. IMRCD also supports attendance of work-related courses, seminars, conferences, lectures, meetings, and workshops. In addition, employees may be asked to attend conferences and training forums as participants or presenters.

# Work Practices and Guidelines

# 5.1 Business Hours and Work Schedules

IMRCD’s regular business hours are 8am-5pm, with up to an hour for lunch. However, IMRCD recognizes that all employees do not function the same and employees are most productive at different times of the day. Thus, employees are allowed to work flexible schedules that meet their deliverables and required hours. Employees should set regular hours and inform their supervisor and colleagues of the times in which they will be working and accessible. If the employee intends to differ from the schedule they have reported to their supervisor, they should inform their supervisor. The supervisor has the discretion to request changes to the schedule if the employees schedule hinders them meeting the goals of their position or their personal development goals.

# 5.2 Punctuality and Attendance

Employees who are unable to report for work for any reason should notify their immediate supervisor within one hour of their regularly scheduled starting time (note that if a need for paid sick leave is unforeseeable and the employee cannot provide a one-hour notice, employees must provide notice of the need for the leave as soon as practicable). When charging sick or vacation time, including for late arrivals or early departures, please be sure to indicate this on your timesheet.

In general, all employees are expected to be responsible and respectful to those they work with by adhering to a regular, agreed upon schedule. Repetitive lateness and/or excessive absenteeism can be disruptive to working in collaboration with others and may also have an adverse impact on the work. When unrelated to an agreed upon flex schedule, telecommuting arrangement, or medical condition requiring an accommodation, it will be treated as a performance problem that may result in disciplinary action. Any employee who does not report to work or contact their direct manager for three (3) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the Company and will be terminated.

# 5.3 Telecommuting Options and Guidelines

IMRCD recognizes that some employees, based upon their positions and assignments, will benefit from being able to work from home. It is IMRCD’s intention to provide flexibility that best serves the work and the employee.

Employees are expected to agree to an ongoing telecommuting arrangement. The criteria and guidelines for setting this up are contained in Appendix B. Please review this with your supervisor if you wish to implement such an arrangement.

# 5.4 Customer Relations

IMRCD is a membership organization and serves its member districts. This means that we need to work with our members, partners and others from a customer service perspective.

Employees are expected to be polite, courteous, prompt, and attentive. Never regard questions or concerns as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications - responding promptly and courteously to all proper requests for information and to all complaints.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a person requesting assistance, find someone who can.

All correspondence and documents must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we interact and to fulfilling your job description.

IMRCD values diplomacy. Employees should never argue with a customer. If a problem develops, ask your supervisor to assist in a resolution. When an employee encounters an uncomfortable situation, a supervisor consulted for assistance.

# 5.5 Health and Safety

**Work Environment**

IMRCD strives to provide a safe and healthful environment for all clients, volunteers, staff, and visitors. The responsibility for safety extends to every IMRCD employee. To maintain the safety and health of all employees, IMRCD encourages every employee to observe all safety rules published and posted in various areas and to report any unsafe condition, no matter how minor, so that corrective action can be taken as soon as possible. For example, hallways and exits should remain clear at all times to allow for easy and quick evacuation in the event of an emergency. Additionally, if office machinery or equipment breaks down, it should not be used until a qualified technician certifies that it is repaired and safe. Employees should inform the Office Manager of any breakdowns and not try to fix broken equipment or machinery themselves.

**No Smoking Policy**

Smoking is prohibited in all IMRCD facilities.

**First Aid**

IMRCD maintains a complete first aid kit. Employees seriously injured on the job should seek immediate medical care by dialing “911.” If an injury is less serious, employees should first contact the Office Manager, who will then make arrangements for medical help.

**Lactation Accommodation**

The IMRCD complies with all state and federal laws governing break times for lactation or expressing milk, including but not limited to California Labor Code section 1030, et seq. IMRCD will make reasonable efforts to provide a private location and sufficient break time necessary to express milk. Where possible, the break time will run concurrently with meal or rest periods.

**Drug and Alcohol Abuse**

IMRCD is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee’s work performance, efficiency, safety and health and therefore seriously impair the employee’s value to the organization. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the organization to the risks of property loss or damage, or injury to other persons.

IMRCD will enter government contracts from time to time in connection with certain projects. These contracts also require that the organization comply with the Drug Free Workplace Act. As a condition of employment, IMRCD requires each employee to abide by the terms of this policy and notify it of any criminal drug statute conviction for a violation occurring in the workplace within five days of such conviction.

The following rules and standards of conduct apply to all employees either on IMRCD’s property or during the work day (including meals and rest periods). The following are strictly prohibited by IMRCD:

1. Possession or use of alcohol, or being under the influence of alcohol while on the job;

2. Driving a rented or personal vehicle on behalf of work related to IMRCD, while under the influence of alcohol;

3. Distribution, dispensation, sale or purchase of an illegal or controlled substance while on the job; and

4. Unlawful manufacture, possession or use of a controlled substance, or being under the influence of an illegal or controlled substance while on the job.

Violation of the above rules and standards of conduct shall result in disciplinary action, up to and including termination. IMRCD also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, IMRCD reserves the right to conduct searches of IMRCD’s property or employees and/or their personal property upon reasonable suspicion of unauthorized possession of alcohol, illegal drugs or controlled substances, and to implement other measures necessary to deter and detect abuse of this policy. A request to search is not indicative of individualized suspicion.

An employee’s conviction on a charge of illegal sale or possession of any controlled substance while off IMRCD’s property will not be tolerated because such conduct, even though off duty, reflects adversely on the organization. In addition, IMRCD must keep people who sell or possess controlled substances off the organization’s premises in order to keep the controlled substances themselves off the premises.

An employee is subject to disciplinary action, up to and including termination, if the employee works while impaired by a prescription or over-the-counter drug and that impairment affects the employee’s ability to safely perform the job, or affects the safety or well-being of others. Notwithstanding the foregoing, IMRCD will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability unless undue hardship would result.

**Treatment and Rehabilitation**

IMRCD will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. IMRCD is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is IMRCD obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person’s job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect IMRCD’s treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

# 5.6 Attire and Personal Hygiene

It is expected that employees will maintain a clean and neat appearance and will project a professional and businesslike image in dealing with other employees, clients, volunteers and the general public. IMRCD reserves the right to define appropriate standards of appearance for the workplace. Questions regarding acceptable attire can be raised with one’s direct supervisor or with the Executive Director.

This policy is not intended to discriminate against or treat individuals differently on the basis of hairstyles, hair textures, and/or other traits historically associated with race. Consult your supervisor if you have any questions about appropriate business attire.

# 5.7 InterpersonalCommunications

IMRCD believes that a healthy and productive workplace arises when people having different personality types, working styles, and a wide variety of opinions harness their differences to work together creatively. Just as IMRCD functions on the premise that long lasting solutions to environmental problems require the involvement of stakeholders and diverse points of view, we believe that our internal work is strengthened by the diversity of opinions within the organization. We are dedicated to managing our internal relationships with as much professionalism and care as we do our external ones.

IMRCD tackles complex environmental and business problems. Our projects can be long and, at times, trying. We encourage an honest, respectful and constructive exchange of ideas on how to best pursue projects. We also value teamwork and supporting each other in our work. Support from co-workers and the organization is critical to maintaining morale in the face of seemingly intractable problems.

As an employee of IMRCD you are responsible for your interactions in the workplace. We encourage staff to communicate openly and directly with each other and we expect all staff to make an effort to create and maintain constructive working relationships. Therefore, if an area of concern or conflict arises with a co-worker, it is your responsibility to start a dialogue with him or her regarding the issue. If you are uncertain how to go about this, we encourage you to consult with your supervisor who will provide guidance and appropriate resources while maintaining confidentiality. Exceptions are any issues related to or involving harassment of any kind. In those instances, please refer to the anti-harassment section (section 7) in this handbook.

# 5.8 InternalCommunications

IMRCD uses email and staff meetings to communicate important information to staff members on a regular basis. Each employee is responsible for attending meetings or checking in with their supervisor or Office Manager when they are unable to attend, and reading emails on a timely basis.

# 5.9 Media Contact

All media contacts (e.g. newspaper, radio, television, social media) related to IMRCD business must be referred to the designee as soon as possible. No employees shall give interviews or respond to any questions from the media regarding IMRCD business unless approved by the designee. The goal is to ensure consistent messaging throughout IMRCD.

# Information

# 6.1 Confidentiality of Voicemail and Electronic Mail

IMRCD provides an email system and other technology systems to assist employees in conducting IMRCD’s business. All information, data and messages created, received, sent or stored in these systems are, at all times, the property of IMRCD. The foregoing systems are to be used primarily for business related purposes. We recognize that taking care of some personal business during work hours is unavoidable; this should be minimal, not disruptive to the office environment and in compliance with policies. All existing Company policies apply to Employee conduct on the Internet and use of all technology systems, including, but not limited to, IMRCD policies regarding intellectual property, misuse of IMRCD property, discrimination, harassment, sexual harassment, information and data security and confidentiality.

IMRCD does not allow these systems to be used in creating, receiving, sending or storing data that may reasonably be considered to be offensive, defamatory, obscene or harassing. Such data includes but is not limited to sexual images and comments, racial and gender-based slurs or anything that would reasonably be expected to offend someone based on their disability, age, religion, marital status, sexual orientation, political beliefs, national origin or culture or any other factor protected by law. Any such use would violate this policy and may violate IMRCD’s policy against harassment. In particular, the display of any kind of sexually explicit image or document on any IMRCD system is a violation of IMRCD’s policy on sexual harassment. Employees who are aware of the misuse of these systems by other employees shall report the misuse to a manager immediately.

IMRCD reserves the right to access and disclose the contents of employee voice mail and email messages.

IMRCD does not and will not monitor voicemail and email messages as a routine matter. We may inspect the contents of voice mail and email messages or information stored on computers in the course of an investigation into improper or unlawful behavior or as necessary to locate substantive information that is not readily available by some other means. We may disclose a voice mail or email message or information stored on a computer to law enforcement officials if the organization has reason to believe that it may have been the victim of a crime or is legally obligated to do so.

Electronic “snooping” by any employee is a violation of IMRCD policy and grounds for disciplinary action up to and including dismissal. We do not take the inspection of voice mail, email and computer records lightly, and any request for access to such information must be approved in advance.

**Personal Cell Phone Use for IMRCD Business**

Personal cellular telephones may have to be used by employees during hours of work for essential personal calls or for an occasional personal business call. Essential personal calls are defined as calls of minimal duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, for a medical emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble, etc.

To the extent possible, personal cellular telephone usage should be confined to rest and lunch breaks and in locations such that the conversation is not disrupting to other employees or IMRCD business.

Cameras or phones/computers with cameras shall not be used in situations where any individual may have an expectation of privacy. This includes but is not limited to restrooms or offices where employees or the public may not wish to be photographed.

# 6.2 Employer Property

All IMRCD property must be maintained according to IMRCD rules and regulations. IMRCD reserves the right to inspect all IMRCD property to insure compliance with its rules and regulations, without notice to the employee and/or in the employee’s absence.

Prior authorization must be obtained before any IMRCD property may be removed from the premises. An employee’s personal property including, but not limited to, lockers, packages, purses and backpacks may be inspected upon reasonable suspicion of unauthorized possession of IMRCD property or for other legitimate business reasons.

# 6.3 Employee Information / Personnel Records

IMRCD will maintain a personnel file for each employee. It is important that the personnel files contain current information regarding each employee. Employees should inform the Office Manager immediately whenever there are changes in personal data such as address, telephone number, marital status, domestic partnership, and number of dependents, and person(s) to notify in case of emergency.

Employees have the right to inspect their personnel file at reasonable times on reasonable notice. An appointment to inspect the file may be made with the Office Manager, who will accompany the employee while they inspect their file. Employees may obtain copies of any document in their personnel file to the extent required by law. Personnel records are the property of IMRCD and are not allowed to leave the office without authorization.

No reference information other than verification of dates of employment, wage and title(s) will be given out to a third party without prior written authorization by the employee, except in the following instances:

1. Response to a subpoena, court order, or order of an administrative agency.

2. In connection with a lawsuit, administrative proceeding, grievance, or arbitration in which the employee and Sustainable Conservation are parties.

3. In a worker’s compensation proceeding.

4. To a health care provider.

5. To first aid or safety personnel, when necessary.

# Standards of Conduct

# 7.1 Anti-Harassment, Discrimination & Retaliation Policy

IMRCD is committed to providing a workplace that fosters mutual employee respect and promotes professional conduct as well as harmonious, productive working relationships. Our organization believes that discrimination, harassment, and retaliation in any form constitute misconduct that undermines the integrity of the employment relationship.

The Company is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual’s race , color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, reproductive health decision making, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. IMRCD is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

This policy also prohibits harassment and discrimination based on the perception that anyone has any of those characteristics, or who is associated with a person who has or is perceived as having any of those characteristics. In addition, IMRCD prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. All such conduct violates IMRCD’s policy.

This policy applies to all persons involved in the operation of the organization and prohibits harassment, discrimination, and retaliation by any employee of IMRCD, including managers and supervisors, as well as vendors, independent contractors and any other persons with whom employees come into contact while working.

Prohibited harassment and inappropriate conduct includes, but is not limited to, the following behavior:

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

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

**Complaint Process:**

You are strongly encouraged to report claims of harassment, discrimination, or retaliation.

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, bring your complaint to your supervisor as soon as possible after the incident. If you do not feel comfortable taking complaints to your supervisor, you should take your complaints to a Board representative. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory. Supervisors and managers must refer all complaints involving discrimination, harassment, retaliation, or other prohibited conduct.

**An investigation will be conducted.**

IMRCD will immediately undertake a fair, timely, and thorough investigation of allegations of misconduct under this policy, in accordance with all legal requirements. Complaints will receive a timely response, will be investigated in an impartial and timely manner by qualified personnel, will be documented and tracked for reasonable progress, and will be closed in a timely manner. The investigation will provide all parties appropriate due process and will reach reasonable conclusions based on the evidence collected. IMRCD will maintain confidentiality to the extent possible, but cannot promise complete confidentiality, because the organization’s duty to investigate and take appropriate corrective action may require disclosure of certain information.

**Appropriate action will be taken.**

If IMRCD determines that discrimination, harassment, retaliation or other prohibited conduct has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by IMRCD to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination.

IMRCD will not retaliate against you for filing a complaint or participating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

Protection against retaliation.

IMRCD’s policy and the law forbid retaliation against any employee who opposes harassment, discrimination, or retaliation, or who files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing conducted by IMRCD, the California Civil Rights Department and Housing Commission. Prohibited retaliation includes but is not limited to: demotion; suspension; failure to hire or consider for hire; failure to give equal consideration in making employment decisions; failure to make impartial employment recommendations; and adversely affecting working conditions or otherwise denying any employment benefit to an individual.

Employees should also be aware that the U.S. Equal Employment Opportunity Commission and the California Civil Rights Department (formerly the Department of Fair Employment and Housing) of the State of California have the authority to investigate complaints of discrimination, harassment and retaliation. The nearest office can be found by visiting www.eeoc.gov and https://calcivilrights.ca.gov/. The California Civil Rights Department 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758, 800-884-1684 (voice), 800-700-2320 (TTY) or California’s Relay Service at 711 contact.center@dfeh.ca.gov, https://calcivilrights.ca.gov/ (main website), https://calcivilrights.ca.gov/shpt/ (online sexual harassment training courses).

The Equal Employment Opportunity Commission (EEOC) is the federal agency that resolves complaints of discrimination, retaliation and harassment.

The California Labor Commissioner, not the CRD, processes administrative claims of sexual orientation discrimination. The deadline for filing complaints with the Labor Commissioner is thirty (30) days from the date of the alleged unlawful conduct.

# 7.2 Misconduct

Rules outlining acceptable conduct of employees are necessary for the orderly operation of IMRCD and for the benefit and protection of the rights and safety of all employees. While it is not possible to provide a list of every possible offense that can result in discipline, up to and including immediate termination of employment, some examples of impermissible conduct include:

1. Theft, dishonesty, or fraud, including the falsification of information used to obtain employment with IMRCD.

2. Working under the influence of alcohol or illegal drugs.

3. Any behavior that endangers others.

4. Excessive absenteeism or tardiness that is not part of an agreed upon accommodation.

5. Unsatisfactory job performance.

6. Violation of the policies contained in this handbook.

IMRCD retains the right to determine what disciplinary action is appropriate based on the facts of each case and may proceed directly to termination procedures at its discretion. As noted elsewhere in this handbook, IMRCD reserves the right to terminate employment at any time, with or without cause.

# 7.3 Conflict of Interest

It is important that employees avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which an employee’s private interest or outside economic interest interferes with the employee’s duties and responsibilities at IMRCD or with IMRCD’s general activities.

Employees must advise the Executive Director of any outside employment (on either a salary or a fee basis). Any employee needing advice about a potential conflict of interest should consult with the Executive Director. If an employee’s outside activity is determined to constitute a conflict of interest, and the activity continues beyond a reasonable amount of time, disciplinary action will result, up to and including termination of employment.

# 7.4 Fees and Honoraria

When staff members consult, lecture, counsel or advise outside individuals or organizations on behalf of IMRCD, all fees, donations or cash honoraria must be paid to IMRCD.

# 7.5 Open-Door Policy

All employees are encouraged to provide input and suggestions concerning the overall operations and programs of IMRCD, following appropriate communication channels. Employees should initially bring their comments to their supervisor. Proper personnel should be consulted if there are further concerns.

IMRCD operates in an open-door manner. All input from staff will be considered and can be presented without fear of personal recrimination.

# 7.6 Grievance Procedure

Prompt resolution of problems or misunderstandings that may arise at work is important to IMRCD. Where appropriate these problems should be resolved on an informal basis. Employees are encouraged to discuss their problems with their supervisor before lodging a written complaint. Should an employee decide to proceed with a more formal review of their complaint, the following procedure will be used:

**Internal Grievance Procedures**

1. The employee will present their supervisor with a written statement summarizing the problem and why it requires review.
2. The supervisor will meet with the employee within a reasonable time frame to discuss in detail the contents of the written statement and formulate a solution.

**Grievance Procedures Requiring Board Involvement**

The Board should be involved in grievance procedures that are not resolved by the above process only if legal repercussions for the board are involved. The following are examples of grievances that should be taken to the board if they are not resolved through the process described above: misuse of organization funds, illegal harassment, falsification of legal documents, and misrepresentation of the organization’s financial condition.

No employee will be discriminated against, harassed or intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance.

# 7.7 Whistleblower Policy

The Whistleblower Policy of IMRCD

1. Encourages staff, volunteers and board members to come forward with credible information on illegal practices or serious violations of adopted policies of the organization;

2. Specifies that IMRCD will protect the person from retaliation; and 3. identifies where such information can be reported.

**Encouragement of Reporting**

IMRCD encourages complaints, reports or inquiries about illegal practices or serious violations of IMRCD’s policies, including illegal or improper conduct by IMRCD itself, by its leadership or by others on its behalf.

Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

**Protection from Retaliation**

IMRCD will not permit any negative or adverse actions to be taken against any employee or individual making a good-faith report of a possible violation. Retaliation in any form will not be tolerated. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within IMRCD prior to seeking resolution outside the organization.

**Reporting Violations**

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for complaints, reports or inquiries. They should be directed to IMRCD’s Chair of the Board of Directors; if that person are implicated in the complaint, report or inquiry may be reported to any member of the Board of Directors. IMRCD will conduct a prompt, discreet, and objective review or investigation.

# Ending Employment

# Employment Separation

Employees are encouraged to provide as much advance notice of their decision to resign as possible under the circumstances. Although employees have the same right as IMRCD to terminate the employment relationship, IMRCD would appreciate at least ten (10) work days’ notice of an intention to resign wherever it is possible to do so, in order to prepare final documents and identify and train a replacement. Employees should understand, however, that circumstances may exist where IMRCD may exercise its right to accept a resignation immediately and to accelerate the final date of employment.

**Final Pay**

All employees terminated by the Company or who terminate their employment with 72 hours’ previous notice of their intention to resign shall receive, at the time of termination, all wages due them, including pay for all accrued but unused vacation. Employees who voluntarily discontinue their employment without giving the Company advance notice of at least 72 hours will be paid all wages and vacation entitlement due to them as soon as possible and in no case later than 72 hours after the time of notice of termination. Employees who do not report to work or contact their direct manager for three (3) consecutive days on which they are scheduled to work will be considered to have abandoned their position with the Company and will be terminated. Final pay will be available to be picked up at the work location unless the employee requests in writing that the final paycheck be mailed to an address designated by the employee.

Protected Activity Not Prohibited

Nothing in this Handbook limits or prohibits employees from engaging for a lawful purpose in any “Protected Activity.” “Protected Activity” means filing a charge, complaint, or report, or otherwise communicating with or participating in any investigation or proceeding that may be conducted by state, federal, local, or other governmental agency, including the Securities and Exchange Commission, the Occupational Safety and Health Administration, the Equal Employment Opportunity Commission, and the National Labor Relations Board (“Government Agencies”). In connection with such Protected Activity, employees are permitted to disclose documents or other information as permitted by law, and without giving notice to, or receiving authorization from, the Company. In making any such disclosures or communications, employees must take all reasonable precautions to prevent any unauthorized use or disclosure of any information that may constitute Company confidential information to any parties other than the relevant Government Agencies. “Protected Activity” does not include the disclosure of any Company attorney-client privileged communications; any such disclosure, without the Company’s written consent, violates Company policy. Employees may keep a copy of this Handbook after termination of employment, as well as personnel documents related themselves. Any language in other employment agreements regarding an employee’s right to engage in Protected Activity that conflicts with, or is contrary to, this paragraph is superseded by the language in this paragraph.

Appendix A:

Performance Review Guidelines and Templates

Guidelines:

**Performance review discussion annually—minimum.**

Supervisors are held accountable for ensuring that at least 1 in-depth review discussion takes place annually and is documented. These discussions are intended to be reflective. Feedback and accomplishments need not be cumulative. Progress is assessed since the prior review.

One review discussion should take place between the later part of December and early January, when individual and agreed upon professional development goals are being decided for the coming year.

Timing of a second review discussion can vary depending upon position and workloads.

Additional "check-ins" can take place throughout the year and need not be documented.

**Simplified documentation process (1-page limit each; can be 2-sided)**

Resources are available to provide guidance and suggestions on both the self and supervisor's evaluations. Staff and supervisors can choose what is relevant based upon their discussion.

Required: Noting the date when the discussion took place and the date when each review (self-evaluation and supervisor's) was written and provided to the supervisor or staff person.

**Content—accomplishments, feedback/feed forward, review professional development goals and progress**

This should be a brief summary of essential points discussed. Resources will be available to provide guidance and suggestions for providing and receiving feedback, questions to reflect upon for self-evaluation and how to substantiate or support one's assessment.

**Feedback from others**

This should be obtained throughout the year as a timely, simple request, following the completion of a large project or a significant effort.

Feedback from others can be initiated by the staff person or his/her supervisor.

Transparency - written feedback obtained by the supervisor should be shared "as is" with the staff person. Verbal feedback can be summarized and the staff person can follow up for clarification if helpful.

Feedback obtained directly by the staff person can be shared with the supervisor and also added to one’s employee file or submitted with the self-evaluation.

**Review documentation that will be included in the employee’s file.**

End of year individual goal reviews are submitted separately. The goals will inform the review process and in many cases be referenced, but are not to be listed.

IMRCD PERFORMANCE REVIEW – EMPLOYEE SELF-EVALUATION TEMPLATE:

| **Employee Self-Evaluation** |  |
| --- | --- |
| **Employee Name:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Discussion Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Employee Title:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

***Note: Documentation for I and II should be limited to 2-pages.***

**Section I:** Select 3 significant accomplishments, contributions, or major efforts since your last review to discuss with your supervisor. Explain why you’ve chosen them, what you did well, any skills/traits/values you applied or demonstrated, and what you learned.

**Section II:** Identify a significant challenge you faced since your last review to discuss with your supervisor. Explain what you found challenging, how you dealt with (or are dealing with) the challenge, and what you learned.

**Section III: Discuss with your supervisor the following questions:**

1. What about your current role and responsibilities do you find motivating and engaging—or put another way, what makes you want to come to work each day?
2. What (if anything) gets in the way of your motivation and engagement?
3. What else would you like to do or work on in the future that you may not be doing now—or what would add to your job satisfaction? *(This is optional and may not apply to all, especially for those who* *are new to the organization or new to their position.)* How would it meet the needs of the organization? Consider any knowledge, skills or competencies that might be necessary. How would you develop those?
4. Consider the type and level of support you currently receive from your supervisor. What do you find most valuable or helpful? What would you change, add to, subtract, or request from your supervisor?

***Note: Summarize the points discussed with your supervisor in writing on this page***

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted\*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* ***Please reflect the date this documentation is being shared electronically with your supervisor at the same time that it is being submitted for your Employee File.***

IMRCD PERFORMANCE REVIEW – SUPERVISOR’S FEEDBACK TEMPLATE:

| **Supervisor’s Feedback** |  |
| --- | --- |
| **Employee Name:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Discussion Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Supervisor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | ***Note: Documentation for I and II should be limited to 2-pages.*** |

**Section I:** Revisit the 3 skills identified in the work plan. Based on your observation, reflect upon the significant skills, competencies, traits, and/or values demonstrated since the last review and choose a few to discuss with your direct report. Try to be specific and provide examples as to how and where these were applied or demonstrated. Consider how the skill, competency, trait, etc. is important to the individual’s success in his/her role and in carrying out the responsibilities of the position and meeting the individual goals/objectives set out at the beginning of the year**.**

**Section II:** Based on your observation, reflect upon any areas for growth related to skills, competencies, traits, or organizational values that merit discussion with your direct report. Are there one or two things s/he could focus upon and strengthen? How does your direct report see it? (Note: If you do not have a sense of this based on your own observation or from prior check-ins, find out from your direct report what he/she thinks are areas for growth and discuss how you or other, if part of a team, can help-- as well how your direct report can get feedback on progress.)

**Section III:** Re-evaluate the 3 skills selected for review. Are these still the appropriate skills? Modify if necessary. Work on creating a continuing work plan for the existing skills and a new work plan for the new skills.

**Section IV:** If applicable, reference any actions you and your direct report have agreed to going forward based on the Employee’s Self Evaluation, or areas you wish to follow up on in subsequent check-ins.

**Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted\*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* ***Please reflect the date this documentation is being shared electronically with your direct report at the same time that it is being submitted to Human Resources for the Employee file.***

Appendix B:

TELECOMMUTING OPTIONS AND GUIDELINES

**Definition**

IMRCD values having a flexible workplace that meets the needs of its employees. Most of IMRCD’s staff work remotely part or all of every week. We have developed a culture of employees who are dedicated, self-motivated and able to be flexible to working in multiple spaces. However, teleworking may not be appropriate for every job and every employee. Teleworking also requires a high degree of trust, self-motivation and communication.

**Benefits**

When properly administered, telecommuting may serve to improve staff recruitment and retention, reduce absenteeism, and provide employees with greater flexibility in meeting their job and family needs. Additionally, teleworking supports the organization’s commitment to the environment and allows for IMRCD to hold smaller office space.

**Eligibility**

Employees with a work assignment that can be done remotely and who have demonstrated a commitment to the organization and show a high degree of self-motivation and self-direction are able to telework.

**Job Considerations**

A major component of a “telecommutable” job is the processing of information. If a job has a significant information component to it, chances are that a certain percentage of the job can be done off-site.

Jobs that require the performance of hands-on support or service for others may not be amenable to telecommuting, but jobs that involve some tasks, such as writing and research, may be done off-site.

**Employee Considerations**

Employees requesting a telecommuting arrangement, either temporary or ongoing, are more likely to succeed if they match the following profile:

* Ability to solve problems independently
* A work history of being self-motivated
* A good performance history, consistently delivering quality results on time
* Works well with minimal direction and supervision

**Management Considerations**

Supervisor characteristics which contribute to the success of a telecommuting arrangement include:

* Comfortable with supervising the telecommuting employee offsite
* Demonstrated ability to provide timely and constructive feedback
* Work objectives that are clear and quantifiable
* A history of having strong organizational and planning skills.

**Requirements and Logistics**

Telecommuting may be an ongoing or episodic arrangement based on work or individual needs.

Requirements:

* Employees must be reachable when telecommuting and are responsible for creating a professional environment that minimizes distractions.
* Employees should communicate their need to work at home in advance and must have the supervisor’s approval. Regular work hours should be set and communicated to both the employees immediate supervisor and fellow staff. Employees should mark these hours on their shared google calendar.
* In the case of an ongoing telecommuting arrangement, the employee and supervisor, should evaluate the suitability of such an arrangement, paying particular attention to the job, employee and management considerations of telecommuting.
* The focus in telecommuting arrangements should be on results. The supervisor and employee should check in regularly on deadlines, goals and accomplishments to ensure that work is being completed in an appropriate and timely manner.
* The telecommuting schedule should not adversely affect the department’s productivity or communication between supervisor and employee.
* A telecommuting arrangement does not exempt the employee from the responsibility of reporting the use of vacation or leave in connection with personal or medical appointments on the bi-weekly allocation timesheets submitted.
* Because in a teleworking situation, the home office becomes a regular point of contact, it is essential that employees notify their supervisor when they change their physical space. Teleworking does not exempt the employee from reporting a change in environment, space or vacation. If the employee moves, they should notify their supervisor and the IMRCD administrator. If the employee travels out of town during normal business hours, they should notify their supervisor even if they intend to continue working.

Once approved, telecommuting arrangements are subject to a trial period and will be reviewed after 3 months. However, a supervisor may choose to end the arrangement at any time.

Employee Acknowledgement:

ACKNOWLEDGEMENT AND AGREEMENT

This is to acknowledge that I have received a copy of IMRCD’s Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with IMRCD. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies and standards set forth in the Employee Handbook.

I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed or deleted at any time without prior notice to me and other employees provided such changes are in writing and approved by the Board Any agreement of any kind pertaining to my employment must be in writing.

I further acknowledge that I have received, read and understood IMRCD’s Technology Systems policy regarding the right of the Company to monitor usage of all Technology Systems of the Company.

I also acknowledge that my employment with IMRCD is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the Company. I acknowledge that no statements or representations regarding my employment can alter the foregoing. As to the circumstances in which employment may be terminated, this is the entire agreement between me and the Company; there are no oral or collateral agreements of any kind. Please read the following information and return this acknowledgment form to Human Resources for inclusion in your personnel file.

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Employee Signature

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Employee Name [printed]

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Date