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MONTEREY
REGIONAL AIRPORT

EMPLOYEE HANDBOOK

Personnel Policy Manual
June 2026

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About this Handbook

This handbook is designed to serve as a guide to the policies, procedures, benefits, and expectations of employment with the Monterey Peninsula Airport District ("Airport" or "District"). It provides important information to help you understand your rights and responsibilities as a valued member of our team.

While this handbook covers many key topics, it does not include every detail or circumstance. As policies and practices may change over time, the District reserves the right to modify, interpret, or discontinue any policies or procedures outlined here as needed.

We encourage you to read this handbook thoroughly and refer to it whenever questions arise. If you need further clarification or assistance, please reach out to your supervisor or Human Resources.

Your success and well-being are important to us, and this handbook is one of the tools we provide to support a positive, productive, and inclusive work environment.

Not a Contract

Every effort has been made to include a wide range of topics and ensure the accuracy of the information in this Handbook. However, Airport policies are not reproduced in full detail here, and there may be additional policies that apply to specific situations but are not mentioned. If there is any conflict between this Handbook and officially adopted policies, such as ordinances, resolutions, policy manuals, labor agreements, or other governing documents, the official policies will prevail. This Handbook does not constitute a contract of employment and may be modified or updated by the Airport at any time.

The Airport

The Monterey Peninsula Airport District is an independent special district dedicated to providing safe, efficient, reliable, and fiscally responsible aviation services to the Monterey Peninsula region and surrounding communities. Established in 1941, the Airport owns and operates the Monterey Regional Airport and serves as an important gateway for commercial air travel, general aviation, emergency response operations, business activity, tourism, and regional economic development. As a public agency, the Airport is committed to serving the community with professionalism, integrity, accountability, and transparency. The Airport works collaboratively with federal, state, and local partners, tenants, airlines, contractors, and community stakeholders to support a safe and accessible transportation system while balancing operational needs, environmental stewardship, and long-term sustainability.

The Airport's operations are supported by a dedicated team of employees who contribute to maintaining airport safety, regulatory compliance, customer service, infrastructure, finance, administration, and operational excellence. Employees play a critical role in advancing the Airport's mission and ensuring the airport remains responsive to the evolving needs of the community and aviation industry.

The Airport strives to foster a workplace culture that values teamwork, respect, innovation, professionalism, and public service. Through responsible governance, strategic planning, and continuous improvement, the Monterey Peninsula Airport District remains committed to supporting the region's transportation needs today and into the future.

Mission

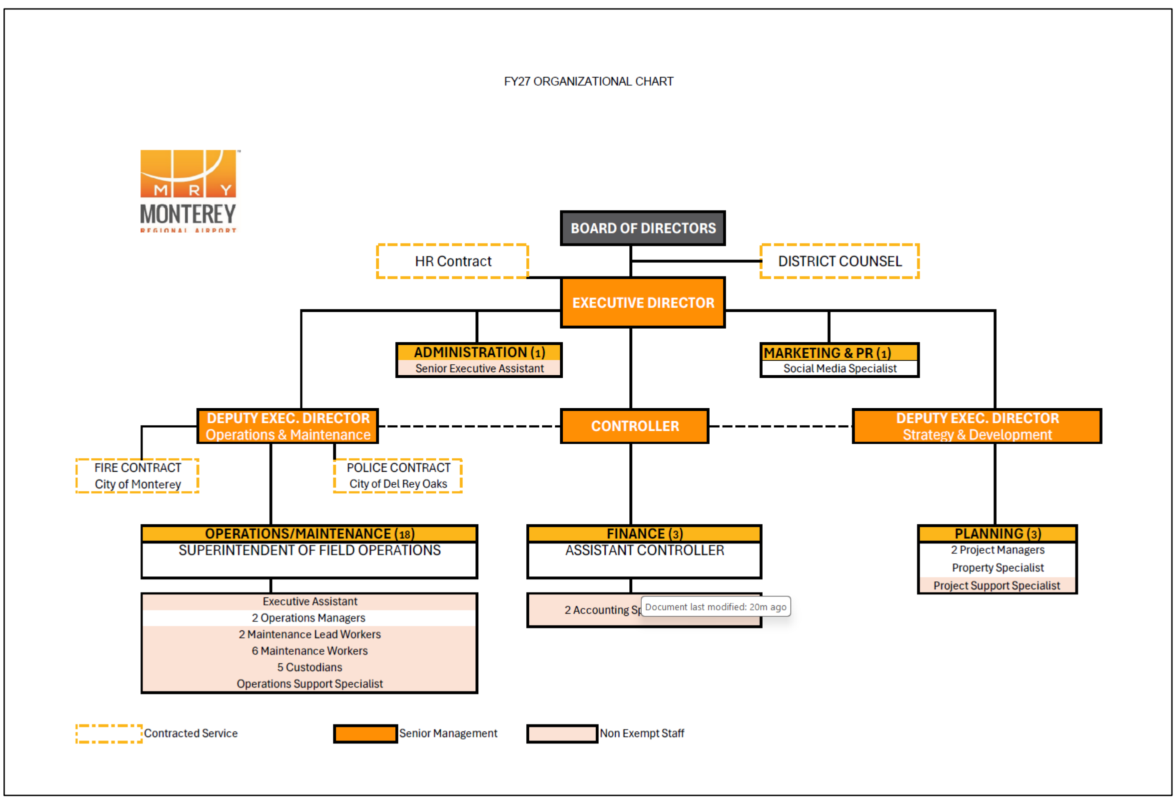
Our mission is to provide the region convenient commercial and general aviation access to the national air transportation system, operate the airport in a safe, efficient, sustainable, and fiscally responsible manner, and develop the airport to meet future needs, opportunities, and challenges.

Our Values

We strive to conduct our daily activities in a way that reflects pride, efficiency, professionalism, and competence with a team oriented and supportive approach. Individually and as a team we hold and practice the following core values:

- Being fiscally responsible
- Protecting our natural resources
- Developing solutions that work today and for future generations
- Providing excellent quality service and creating quality work product
- Collaborating with each other and our stakeholders
- Being industry leaders in regional air transportation
- Supporting efficiency and alignment with the mission of the Monterey Peninsula Airport District through our resources and work

Organizational Chart



Airport Departments

The Monterey Peninsula Airport District delivers aviation, operational, administrative, and public services through a collaborative team of departments that support the safe, efficient, and sustainable operation of the Monterey Regional Airport. Each department plays an important role in supporting airport operations, serving the traveling public, maintaining regulatory compliance, and advancing the strategic goals and policies established by the Board of Directors.

Airport employees often work within a specific operational area while collaborating across departments to support continuous airport operations, public safety, customer service, and organizational effectiveness.

Executive Administration
Executive Administration provides overall leadership, strategic direction, organizational oversight, and coordination of Airport operations. This includes implementation of Board policies, intergovernmental coordination, stakeholder engagement, operational planning, and executive support to the Board of Directors and Airport departments.

Finance & Administration
The Finance and Administration Department manages the Airport's financial and administrative operations, including budgeting, accounting, payroll, procurement, financial reporting, risk management, and fiscal oversight. The department supports responsible stewardship of public resources while ensuring compliance with applicable public agency financial and administrative requirements.

Human Resources
Human Resources supports employees throughout the employment lifecycle, including recruitment, classification and compensation, benefits administration, employee relations, leave administration, training, policy compliance, workplace investigations, and compliance with applicable federal and state employment laws.

Operations
The Operations Department oversees the day-to-day operational functions of the airport to help ensure safe, secure, and efficient airport activities. Responsibilities include airfield operations, regulatory compliance, airport inspections, emergency response coordination, tenant and airline coordination, safety programs, and compliance with Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and other regulatory requirements.

Maintenance & Facilities
The Maintenance and Facilities Department is responsible for maintaining and improving airport infrastructure, buildings, grounds, equipment, and airfield facilities. This includes preventative maintenance, repairs, custodial functions, landscaping, infrastructure support, and ensuring airport facilities remain safe, operational, and well-maintained.

Airport Public Safety & Emergency Coordination
The Airport works closely with federal, state, and local public safety and emergency response agencies to support airport safety, emergency preparedness, and incident response operations. These partnerships help ensure compliance with aviation security requirements and support the safety of passengers, tenants, employees, and the community.

Commercial Air Service & Tenant Relations
The Airport supports commercial airlines, general aviation operators, tenants, concessionaires,

contractors, and business partners that contribute to airport operations and regional connectivity. Airport staff work collaboratively with these stakeholders to support operational coordination, customer service, economic vitality, and long-term airport development.

Planning & Development
Airport planning and development functions support the long-term operational, infrastructure, environmental, and strategic needs of the Airport. This includes capital improvement planning, grant coordination, regulatory coordination, environmental compliance, and projects that support future airport growth and sustainability.

Information Technology & Communications
Technology and communications functions support the Airport's operational systems, cybersecurity, communications infrastructure, electronic systems, and technology resources necessary to support airport operations and administrative functions.

Customer Experience
Airport employees across all departments contribute to providing a professional, safe, welcoming, and customer-focused environment for passengers, visitors, tenants, and business partners. Public service, teamwork, responsiveness, and professionalism are essential components of the Airport's organizational culture and mission.

Welcome Message

Welcome to the Monterey Peninsula Airport District team.

On behalf of the Airport and the Board of Directors, I would like to thank you for choosing to be part of our organization. Our employees are the foundation of the Airport's success, and each team member plays an important role in supporting the safe, efficient, and professional operation of Monterey Regional Airport.

As a public agency, we are committed to serving our community with integrity, accountability, collaboration, and respect. The work performed by our employees directly supports regional transportation, public safety, economic vitality, and customer service for the many passengers, tenants, business partners, and visitors who rely on the Airport each day.

Whether your role supports airport operations, maintenance, administration, finance, human resources, planning, or customer service, your contributions are valued and essential to fulfilling our mission. The Airport operates in a dynamic environment that requires teamwork, professionalism, adaptability, and a strong commitment to public service and safety.

This Employee Handbook has been prepared to provide employees with general information regarding the Airport's policies, practices, benefits, and expectations. While the handbook cannot address every situation that may arise, it serves as an important resource to help employees understand the Airport's organizational culture, operational standards, and employment practices. Employees are encouraged to review the handbook carefully and consult with their supervisor or Human Resources if questions arise.

The Airport is committed to fostering a professional, respectful, inclusive, and supportive workplace where employees are encouraged to contribute ideas, collaborate effectively, and continue developing professionally. We recognize that the success of the Airport depends on the dedication, expertise, and service of our employees.

Thank you for being part of the Monterey Peninsula Airport District team. We look forward to working together in support of our mission, our community, and the future of Monterey Regional Airport.

Sincerely,

Christina Morello

Executive Director
Monterey Peninsula Airport District

1.00 GENERAL PROVISIONS

1.01 Authority

Board of Directors Governance & Meeting Procedures
The Board of Directors of the Monterey Peninsula Airport District has adopted Rules of Procedure to govern the conduct of Board meetings and the transaction of District business. These Rules of Procedure establish standards for meeting operations, agenda management, public participation, deliberations, and decision-making in accordance with applicable laws governing California public agencies, including the Ralph M. Brown Act.

The Rules of Procedure are intended to promote orderly, transparent, efficient, and legally compliant public meetings while supporting effective governance and public accountability. The Board may amend the Rules of Procedure from time to time as operational, legal, or organizational needs evolve.

Parliamentary Procedure
In conducting its meetings, the Board of Directors generally follows Rosenberg's Rules of Order as its parliamentary authority. Rosenberg's Rules of Order is a practical and streamlined system of parliamentary procedure widely used by California public agencies and special districts. The rules are designed to support smaller governing bodies by emphasizing clarity, fairness, efficiency, public participation, and orderly decision-making.

Rosenberg's Rules of Order were developed by the Honorable Dave Rosenberg, former Superior Court Judge of Yolo County, based on extensive experience presiding over public agency meetings and advising local government entities throughout California. The rules preserve the core principles of parliamentary procedure while simplifying formal meeting processes for modern public governance.

Together, the District's Rules of Procedure and Rosenberg's Rules of Order provide a consistent framework for conducting Board meetings in a professional, transparent, respectful, and legally compliant manner in support of the District's mission and public service responsibilities.

1.02 Purpose

This Employee Handbook has been prepared to provide employees of the Monterey Peninsula Airport District with general information regarding the District's employment policies, practices, procedures, benefits, and workplace expectations. The handbook is intended to support a consistent understanding of the District's organizational values, operational standards, and employment guidelines while promoting a professional, safe, respectful, and productive workplace.

The District recognizes that its employees are essential to the successful operation of Monterey Regional Airport and to the delivery of high-quality public service to the community, passengers, tenants, business partners, and stakeholders served by the Airport. This handbook is intended to help employees understand their roles and responsibilities, the resources available to them, and the standards that guide District operations and workplace conduct.

This handbook serves as a general guide and reference document and is not intended to address every situation that may arise during employment. Employees are encouraged to communicate with their supervisor or Human Resources regarding questions related to employment policies, workplace expectations, or specific circumstances not addressed in this handbook.

The policies contained in this handbook are intended to comply with applicable federal and state laws, regulations, and public agency employment practices. In the event a policy conflicts with an applicable law, regulation, employment agreement, or Board-adopted resolution, the applicable law or controlling agreement shall govern.

The District reserves the right to interpret, revise, supplement, modify, or discontinue policies, procedures, benefits, and practices described in this handbook, consistent with applicable law and any governing labor agreements. Changes may be made as operational, legal, or organizational needs evolve. Employees will be notified of significant policy updates as appropriate.

All employees are responsible for reviewing and becoming familiar with the contents of this handbook and for conducting themselves in a manner consistent with the District's mission, values, policies, and commitment to public service.

1.03 Application

This Employee Handbook applies to employees of the Monterey Peninsula Airport District unless otherwise provided by applicable law, individual employment agreement, Board resolution, or other governing authority.

The policies, procedures, and guidelines contained in this handbook are intended to provide general direction regarding employment practices, workplace expectations, employee conduct, operational standards, and benefits administration. The handbook is designed to support consistent and effective administration of personnel practices while maintaining the flexibility necessary to meet the operational needs of the Airport.

Because the Airport operates in a dynamic and highly regulated environment, employees may also be subject to additional rules, procedures, operational directives, safety requirements, security protocols, departmental procedures, federal aviation regulations, and other administrative policies not specifically contained in this handbook. Employees are responsible for complying with all applicable District policies, departmental procedures, operational directives, and legal or regulatory requirements associated with their position and work assignments.

Nothing contained in this handbook is intended to create an express or implied contract of employment, alter the at-will status of any employee where applicable, or limit the District's authority to manage operations consistent with applicable law and governing labor agreements. The District reserves the right to interpret, modify, suspend, revoke, or replace any policy, procedure, practice, or benefit described in this handbook at any time, with or without notice, subject to applicable legal requirements.

Employees are expected to familiarize themselves with the contents of this handbook and to seek clarification from their supervisor or Human Resources regarding any questions related to workplace policies, expectations, or procedures.

1.04 Adoption and Amendment of Rules

The Monterey Peninsula Airport District reserves the right to adopt, revise, interpret, modify, suspend, or discontinue policies, rules, procedures, practices, and benefits as necessary to support effective airport operations, maintain compliance with applicable federal and state laws and regulations, address operational and organizational needs, and promote the safe, efficient, and fiscally responsible administration of the District.

All handbook revisions, policy amendments, and newly adopted personnel policies are subject to approval by the Board of Directors or authorized administrative authority, as applicable. Once approved, policy changes will be communicated to employees through appropriate administrative channels, including electronic distribution, handbook updates, policy memoranda, or other official communications.

Because the Airport operates in a dynamic and highly regulated environment, employees are responsible for remaining informed of current policies, procedures, operational directives, safety requirements, and regulatory expectations applicable to their position and work assignments. Employees are expected to comply with all current District policies and procedures as amended from time to time.

1.05 Severability

If any provision of this Employee Handbook is determined to be invalid, illegal, or unenforceable by a court of competent jurisdiction, administrative agency, or other applicable authority, such determination shall not affect the validity or enforceability of the remaining provisions of the handbook. All remaining provisions shall continue in full force and effect to the maximum extent permitted by law.

The District intends that the policies and provisions contained in this handbook be interpreted and applied in a manner consistent with applicable federal and state laws and regulations.

1.06 Customer Service Code of Conduct

At the Monterey Peninsula Airport District, providing exceptional customer service is central to our mission of serving the traveling public, tenants, business partners, and the broader community. Every employee plays an important role in creating a safe, welcoming, professional, and respectful environment where passengers, visitors, tenants, contractors, and stakeholders feel supported and valued.

As a public-facing transportation agency, the Airport is committed to delivering responsive, courteous, and reliable service while maintaining the highest standards of professionalism, safety, and operational excellence. Employees are expected to interact with the public, coworkers, and business partners in a manner that reflects the District’s commitment to integrity, respect, collaboration, and public service.

The Airport strives to foster positive experiences through effective communication, responsiveness, teamwork, and continuous improvement. By working collaboratively and remaining attentive to the needs of those we serve, employees help support the Airport’s reputation as a trusted regional transportation gateway and an important public resource for the community.

1.07 Revisions

These Personnel Policies are intended solely as guidelines for the administration of employment practices and operations at the Monterey Peninsula Airport District and do not create any contractual rights, vested rights, property interests, or any express or implied contract of employment between the District and any employee or other individual covered by these Policies.

The District retains the full and exclusive authority, discretion, and managerial right to interpret, administer, revise, modify, suspend, revoke, supplement, or eliminate these Policies, in whole or in part, at any time, with or without notice, consistent with applicable law.

2.00 DEFINITIONS

To promote clarity, consistency, and a common understanding of the policies and procedures contained in this handbook, key terms used throughout the document are defined within the Definitions section of this handbook. These definitions are intended to assist employees, supervisors, managers, and administrators in interpreting and applying the District's policies, practices, and employment-related procedures in a consistent manner.

Unless otherwise specifically defined within this handbook, words and terms shall be interpreted according to their ordinary, commonly understood, operational, or legal meaning as applicable to the context in which they are used. In the event of a conflict between a handbook definition and an applicable law or regulation, the applicable law or regulation shall control.

The Monterey Peninsula Airport District reserves the right to interpret and apply handbook terminology and definitions in a manner consistent with operational needs, applicable law, and the intent of the policy.

2.01 Definitions

- Airport
  "Airport" means the Monterey Regional Airport and all facilities, operations, property, infrastructure, airfield areas, terminals, buildings, grounds, and activities owned, operated, or managed by the Monterey Peninsula Airport District.

- At-Will Employment
  "At-will employment" means employment that may be terminated by either the employee or the District at any time, with or without cause, advance notice, or progressive discipline, subject to applicable law. Nothing contained in this handbook, in any policy, procedure, practice, communication, evaluation, or personnel document shall be interpreted to create a contract of employment, guarantee continued employment, or alter the at-will status of any employee unless expressly authorized by the Board of Directors in a written agreement signed by the Board or authorized representative.

- Board or Board of Directors
  "Board" or "Board of Directors" means the elected governing body of the Monterey Peninsula Airport District.

- Classification
  "Classification" means a group of positions sufficiently similar in duties, responsibilities, authority, qualifications, and compensation to permit common treatment for personnel and compensation purposes.

- Compensation Plan
  "Compensation Plan" means the salary schedules, compensation structure, pay practices, and related compensation policies approved by the Board of Directors.

- Department Head
  "Department Head" means an employee assigned responsibility for the administration, management, and supervision of a District department, division, or major operational function.

- District
  "District" means the Monterey Peninsula Airport District.

- Employee
  "Employee" means any individual employed by the District in an authorized position, including regular, probationary, temporary, part-time, full-time, seasonal, limited-term, or at-will employees unless otherwise specified.

- Executive Director
  "Executive Director" means the chief executive and administrative officer of the Monterey Peninsula Airport District appointed by the Board of Directors.

- Immediate Family
  "Immediate family" generally includes an employee's spouse, domestic partner, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, or any other relationship recognized by applicable law or District policy.

- Management
  "Management" means supervisors, managers, Department Heads, executives, or other employees authorized to direct work, administer policies, or make operational or personnel decisions on behalf of the District.

- Operational Needs
  "Operational needs" means the staffing, safety, security, service, regulatory, emergency, scheduling, or business requirements necessary to support efficient and effective Airport operations.

- Personnel File
  "Personnel file" means the official employment records maintained by the District relating to an employee's employment, compensation, performance, benefits, training, discipline, or other employment-related matters.

- Probationary Employee
  "Probationary employee" means an employee serving an initial probationary period following appointment, promotion, or other employment action as designated by District policy or applicable employment procedures.

- Regular Employee
  "Regular employee" means an employee appointed to an ongoing authorized position on a full-time or part-time basis following completion of applicable hiring procedures.

- Safety-Sensitive Position

"Safety-sensitive position" means a position involving duties or responsibilities where impaired performance, inattention, or failure to follow procedures could reasonably threaten employee safety, public safety, Airport operations, security, regulatory compliance, or property.

- Supervisor
  "Supervisor" means an employee authorized to assign, direct, oversee, review, or evaluate the work of other employees and to exercise supervisory responsibilities on behalf of the District.

- Temporary Employee
  "Temporary employee" means an employee hired for a limited duration, special project, seasonal assignment, emergency staffing need, or other non-permanent purpose.

- Workplace
  "Workplace" means any District facility, Airport property, worksite, vehicle, operational area, remote work location, meeting location, or any location where an employee is engaged in District business or work-related activities.

- Work Time
  "Work time" means periods during which an employee is scheduled, authorized, or expected to perform work duties on behalf of the District and does not include authorized meal periods or unpaid non-working time unless otherwise required by law.

3.00 PERSONNEL ADMINISTRATION

3.01 Executive Director's Duties

The Executive Director is the chief executive and administrative officer of the Monterey Peninsula Airport District and is responsible for the efficient, effective, and lawful administration of District operations. Appointed by and serving at the pleasure of the Board of Directors, the Executive Director implements Board policies and provides professional leadership and operational oversight consistent with applicable laws, regulations, resolutions, policies, and the District's mission.

The Executive Director's duties include, but are not limited to, the following:

<u>Administration of Airport Operations</u>
Directs, coordinates, and oversees the day-to-day operations of the Airport and District, including operational, administrative, financial, maintenance, planning, safety, and personnel functions necessary to support safe and efficient airport operations.

<u>Policy Implementation and Board Support</u>
Implements policies, directives, and strategic goals established by the Board of Directors and provides professional advice, recommendations, reports, and operational information to assist the Board in decision-making and governance responsibilities.

<u>Personnel Administration</u>
Oversees personnel administration and organizational management functions, including recruitment, appointments, performance management, employee relations, workplace investigations, discipline, training, and policy administration consistent with applicable laws,

District policies, and operational needs.

Budget and Financial Administration
Prepares and submits the proposed annual budget to the Board of Directors and administers the adopted budget in a fiscally responsible manner. Oversees financial planning, budgeting, purchasing, grant administration, and financial controls to support the District's long-term operational and financial sustainability.

Contract Administration and Procurement
Executes contracts, agreements, and procurement activities as authorized by the Board of Directors and consistent with District purchasing policies, public contracting requirements, and applicable laws and regulations.

Regulatory Compliance
Ensures Airport operations comply with applicable federal, state, and local laws, regulations, permits, grant assurances, and operational requirements, including those related to the Federal Aviation Administration (FAA), Transportation Security Administration (TSA), Cal/OSHA, environmental compliance, public records, and public meeting laws.

Airport Safety and Security
Supports and oversees airport safety, security, emergency preparedness, and operational continuity efforts in coordination with regulatory agencies, airlines, tenants, contractors, public safety agencies, and emergency response partners.

Intergovernmental and Community Relations
Represents the District in matters involving governmental agencies, aviation partners, tenants, community organizations, business stakeholders, and the public. Fosters collaborative relationships that support the Airport's mission, operational objectives, and long-term strategic planning.

Emergency Management and Disaster Response
Coordinates emergency preparedness, operational continuity, and disaster response efforts consistent with Airport emergency plans, regulatory requirements, and applicable emergency management protocols.

Reporting and Organizational Accountability
Keeps the Board of Directors informed regarding Airport operations, financial conditions, regulatory matters, organizational performance, strategic initiatives, and emerging operational issues. Recommends actions intended to promote efficiency, safety, fiscal responsibility, and effective public service.

The Executive Director exercises these duties with professionalism, integrity, accountability, and sound judgment in support of the District's mission, public responsibilities, and commitment to safe and effective airport operations.

3.02 At Will Employment

An at-will employee is one who serves at the pleasure of the appointing authority, has no property right in continued employment with the District and is not entitled to any pre- or post-disciplinary procedural due process or evidentiary appeal.

At-will employees include the following employees:

1. Executive Director
2. Employees designated as temporary or seasonal employees
3. Probationary employees

3.03 Personnel Records & Files

The Monterey Peninsula Airport District maintains an official personnel file for each employee in accordance with applicable federal and state laws, records retention requirements, and District administrative practices. Personnel files are maintained for the period required by applicable law following separation of employment.

Personnel files may contain employment-related records and documents including, but not limited to, employment applications, payroll and compensation records, performance evaluations, disciplinary records, training records, acknowledgments, benefit-related documentation, and other materials the District determines are necessary, relevant, appropriate, or legally required for employment administration purposes.

Personnel files and employment-related records are the property of the District. Access to personnel records is restricted and maintained by the Executive Director or their designee, in a manner intended to protect employee privacy, confidentiality, and the integrity of employment records consistent with applicable law.

Each employee is responsible for promptly notifying Human Resources of any changes to personal or employment-related information, including but not limited to:

- Mailing address
- Telephone number
- Emergency contact information
- Legal name changes
- Dependent or beneficiary information
- Changes affecting payroll, tax withholding, or benefits administration
- Required licenses, certifications, or work authorization documentation

Failure to maintain accurate and current information may affect the District's ability to communicate important employment, payroll, benefit, emergency, or operational information in a timely manner.

<u>Inspection of Personnel Files</u>
Current and former employees may inspect their personnel records in accordance with applicable California law. A current employee may inspect their personnel records at reasonable times and intervals, generally within thirty (30) calendar days of submitting a written request. Former employees are entitled to inspect their personnel records in accordance with applicable legal requirements.

Employees or former employees requesting to inspect personnel records should submit a written request to Human Resources. Inspections will occur in the presence of Human Resources staff or an authorized designee at a mutually agreed upon time and location consistent with operational needs and applicable law.

<u>Copies of Personnel Records</u>
Current and former employees may request copies of personnel records in accordance with applicable law. Requests for copies must be submitted in writing to Human Resources. The District may charge the actual cost of reproduction as permitted by law.

Authorized Representatives
An employee or former employee may authorize a representative to inspect or obtain copies of personnel records by providing written authorization to Human Resources. The District may require verification of authorization prior to releasing records or permitting inspection.

Protection of Personnel Records
No person reviewing a personnel file may remove, alter, or add documents to the personnel file. Prior to inspection or copying, the District may redact information as permitted or required by law, including the names of nonsupervisory employees or other confidential information.

Consistent with applicable law, certain records may be excluded from inspection or copying rights, including but not limited to:

- Records relating to the investigation of a possible criminal offense
- Records obtained prior to employment
- Materials prepared by identifiable examination committee members
- Records obtained in connection with promotional examinations
- Confidential investigative or legally privileged materials
- Medical records maintained separately from personnel files

The District reserves the right to maintain and administer personnel records in a manner consistent with operational needs, legal requirements, privacy protections, and records retention obligations.

3.04 Classification Plan

The Executive Director or designee shall ascertain and maintain records regarding the duties, responsibilities, and organizational assignments of District positions and, after consulting with affected Department Heads or supervisors, shall develop and recommend a classification plan, including class specifications and position descriptions, for positions within the Monterey Peninsula Airport District. The classification plan and any revisions thereto shall become effective upon approval by the Board of Directors or authorized administrative authority, as applicable.

Following approval of the classification plan, the Executive Director or designee shall allocate each authorized position to an established classification within the plan.

When a new position is created, the position shall not be filled until the classification plan has been updated or amended to establish an appropriate classification and compensation assignment for the position.

Reclassification
The Executive Director or designee may initiate a position review, job audit, classification study, or organizational assessment to determine whether the duties, responsibilities, reporting relationships, qualifications, or operational requirements of a position have changed to such an extent that reclassification of the position is warranted.

Upon completion of the review process, the Executive Director or designee may recommend reclassification, reallocation, retitling, modification, consolidation, or other organizational changes as appropriate to support operational needs, organizational effectiveness, internal equity, or compensation administration. Any resulting classification or compensation changes shall be subject to approval by the Board of Directors or authorized administrative authority, as applicable.

Nothing in this policy limits the District's authority to assign duties, reorganize operations, modify reporting relationships, or adjust staffing assignments consistent with operational needs and applicable law.

3.05 Establishment of New Classifications

New classifications may be established by the Monterey Peninsula Airport District to address legitimate organizational and operational needs, ensure accurate classification of work performed, support effective airport operations and public service delivery, maintain internal equity, and promote fiscally responsible personnel administration.

This policy applies to all regular, probationary, limited-term, temporary, seasonal, part-time, full-time, and at-will positions within the District.

The District may establish new classifications when it determines that existing classifications do not accurately or adequately reflect the duties, responsibilities, scope of authority, skill requirements, regulatory obligations, or operational functions necessary to support Airport operations. New classifications shall be based on an objective evaluation of the work required and the operational needs of the District and shall not be created based solely upon the qualifications, performance, tenure, or personal characteristics of any individual employee.

All classifications are intended to accurately reflect the work performed, maintain consistency with the District's classification and compensation structure, support operational efficiency, and comply with applicable laws, regulations, and District administrative practices.

A new classification may be considered when:

- No existing classification appropriately reflects the essential duties, level of responsibility, technical expertise, regulatory requirements, or operational scope required for the position;
- The work is substantively different from existing classifications and cannot reasonably be assigned within the current classification structure;
- New programs, operational initiatives, technologies, regulatory requirements, safety standards, security requirements, or organizational needs create a need for distinct or specialized job functions;
- The duties associated with the position are ongoing and operationally necessary rather than temporary, intermittent, project-specific, or short-term in nature.

The creation of a new classification shall not be based solely on increased workload, employee tenure, individual performance, recruitment or retention challenges, or the desire to recognize employee skills that may be addressed through other administrative or compensation mechanisms.

Requests for new classifications may be initiated by Department Heads, supervisors, Human Resources, or executive management as part of organizational planning, operational assessments, staffing analyses, succession planning, or workforce development efforts. Requests should include sufficient information regarding the proposed duties, responsibilities, reporting relationships, operational justification, organizational impact, funding considerations, and anticipated staffing needs associated with the proposed classification.

The Executive Director or designee may conduct a classification review, job audit, organizational assessment, compensation analysis, or labor market review to evaluate the request. This review may include:

- Analysis of proposed duties and responsibilities;
- Evaluation of organizational alignment and operational impact;
- Review of internal equity and classification relationships;
- Assessment of comparable public agency classifications and compensation data;
- Evaluation of budgetary and staffing considerations;
- Review of regulatory, safety-sensitive, technical, operational, or certification requirements associated with the position.

The District may modify, revise, consolidate, retitle, or decline proposed classifications based on operational, organizational, compensation, legal, or administrative considerations.

Final approval authority for establishing new classifications rests with the Board of Directors or authorized administrative authority, as applicable. Approval may include adoption of a classification title, class specification, compensation assignment, Fair Labor Standards Act (FLSA) designation, benefits eligibility, and other employment-related determinations.

Upon approval, the District may incorporate the classification into the District's classification and compensation plan and proceed with recruitment, appointment, or position allocation in accordance with established District procedures and operational needs.

The establishment of a new classification does not guarantee the creation of a funded position, immediate recruitment, promotion, reassignment, reclassification, or appointment of any employee into the newly established classification.

4.00 STANDARDS & PRACTICES

4.01 Equal Employment Opportunity

The Monterey Peninsula Airport District is committed to providing equal employment opportunity to all qualified employees and applicants and to maintaining a professional workplace free from unlawful discrimination, harassment, retaliation, and abusive conduct.

The District provides equal employment opportunity in all aspects of employment, including but not limited to recruitment, hiring, examination, selection, classification, compensation, benefits, training, promotion, transfer, assignment, discipline, layoff, termination, and all other terms, conditions, and privileges of employment.

The District prohibits discrimination, harassment, retaliation, or abusive conduct based on any protected classification under applicable federal, state, or local law, including but not limited to:

- Race
- Religious creed
- Color
- National origin
- Ancestry
- Physical disability
- Mental disability
- Medical condition
- Genetic information

- Reproductive health decision-making
- Marital status
- Sex
- Pregnancy, childbirth, breastfeeding, or related medical conditions
- Gender
- Gender identity
- Gender expression
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Citizenship status as protected by law
- Any other characteristic protected by applicable law

This policy also prohibits discrimination, harassment, or retaliation based on the perception that an individual possesses a protected characteristic or because an individual is associated with a person who possesses or is perceived to possess a protected characteristic.

The District strictly prohibits retaliation against any employee, applicant, intern, volunteer, contractor, or other covered individual for reporting concerns, making a complaint, participating in an investigation, requesting a reasonable accommodation, engaging in protected activity, or exercising rights protected by law.

Any employee, applicant, intern, volunteer, contractor, or other covered individual who believes they have experienced or witnessed unlawful discrimination, harassment, retaliation, or abusive conduct is encouraged to report the conduct immediately using the complaint procedures contained in these Policies or by reporting the matter to Human Resources, management, or another appropriate District representative.

Individuals may also file complaints with external agencies, including the Equal Employment Opportunity Commission (“EEOC”) or the California Civil Rights Department (“CRD”).

The District will promptly and appropriately review complaints, take corrective action where warranted, and maintain confidentiality to the extent reasonably possible consistent with the need to conduct an appropriate review or investigation.

4.02 Policy Against Discrimination, Harassment, Retaliation & Abusive Conduct

The Monterey Peninsula Airport District is committed to maintaining a professional workplace that is free from unlawful discrimination, harassment, retaliation, and abusive conduct and to fostering a work environment based on professionalism, respect, dignity, accountability, and equal employment opportunity.

The District maintains zero tolerance for conduct that violates this policy. Conduct does not need to violate state or federal law in order to constitute a violation of this policy or warrant corrective or disciplinary action by the District.

A single act by an employee, supervisor, manager, contractor, volunteer, tenant representative, vendor, or other covered individual may constitute a violation of this policy and may result in corrective or disciplinary action, up to and including termination of employment, removal from District property, cancellation of contracts, or other appropriate action.

This policy establishes procedures for reporting, reviewing, investigating, and responding to complaints of discrimination, harassment, retaliation, and abusive conduct involving covered individuals. The District strongly encourages employees and other covered individuals to report conduct they believe may violate this policy as soon as possible so concerns may be promptly reviewed and addressed.

The District strictly prohibits retaliation against any individual for:

- Reporting concerns or complaints in good faith;
- Opposing conduct reasonably believed to violate this policy;
- Requesting a reasonable accommodation;
- Participating in an investigation, review, or complaint process; or
- Exercising rights protected by applicable law.

Any individual found to have engaged in retaliation in violation of this policy will be subject to appropriate corrective or disciplinary action.

Covered Individuals
This policy applies to all District employees regardless of classification, title, or status, including:

- Applicants for employment;
- Full-time, part-time, probationary, temporary, seasonal, and at-will employees;
- Supervisors and managers;
- Interns and volunteers;
- Contractors, consultants, vendors, and service providers;
- Board members and appointed officials;
- Tenants, business partners, and other individuals interacting with District employees or operations.

This policy applies to all work-related activities, operations, and interactions, including but not limited to:

- District facilities and Airport property;
- Work assignments and operations;
- Meetings and training programs;
- Business travel;
- Electronic communications;
- Remote work environments;
- Work-related social or professional events.

Protected Classifications
The District prohibits discrimination, harassment, retaliation, or abusive conduct based on any protected classification under applicable law, including but not limited to:

- Race
- Religious creed
- Color
- National origin
- Ancestry
- Physical disability
- Mental disability
- Medical condition

- Genetic information
- Reproductive health decision-making
- Marital status
- Sex
- Pregnancy, childbirth, breastfeeding, or related medical conditions
- Gender
- Gender identity
- Gender expression
- Age (40 and over)
- Sexual orientation
- Military or veteran status
- Citizenship or immigration status protected by law
- Any other classification protected by federal, state, or local law

This policy also prohibits discrimination, harassment, or retaliation based on:

1. An individual's actual or perceived protected classification;
2. The perception that an individual belongs to a protected classification; or
3. Association with an individual who is or is perceived to be a member of a protected classification.

Protected Activity

This policy prohibits retaliation against individuals who engage in protected activity. Protected activity includes, but is not limited to:

- Requesting a reasonable accommodation;
- Requesting religious accommodation;
- Reporting concerns or filing complaints under this policy;
- Opposing conduct reasonably believed to violate this policy;
- Participating in investigations or complaint processes;
- Exercising rights protected by law.

Prohibited Conduct

The District prohibits discrimination, harassment, retaliation, and abusive conduct directed toward any covered individual because of a protected classification or protected activity.

Harassment may include verbal, physical, visual, written, electronic, or other conduct that is offensive, inappropriate, intimidating, hostile, threatening, or abusive and that is based on a protected classification.

Examples of prohibited conduct include, but are not limited to:

- Derogatory comments, slurs, epithets, stereotypes, jokes, or offensive remarks;
- Offensive emails, messages, photographs, memes, social media content, cartoons, or visual materials;
- Unwanted physical contact or interference with movement;
- Threats, intimidation, or abusive behavior;
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature;
- Conduct that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, offensive, or abusive work environment.

Conduct may violate this policy even if:

- The conduct was not intended to offend;
- The individual engaging in the conduct believed it was welcome or humorous;
- No prior complaint was made regarding similar conduct;
- The conduct was not directed at a specific individual;
- The conduct occurred electronically, remotely, or outside the workplace in connection with work-related activities.

Complaint Reporting Procedures

Employees and covered individuals who believe they have experienced, witnessed, or become aware of conduct that may violate this policy should promptly report the conduct to:

- A supervisor or manager;
- Human Resources;
- The Executive Director; or
- Another appropriate District representative.

Supervisors and managers who receive complaints or become aware of possible violations of this policy are required to report the matter to Human Resources or the appropriate management representative within one business day OR as soon as reasonably possible thereafter.

The District will promptly and appropriately review complaints and may conduct investigations as necessary. Investigations will be conducted as confidentially as reasonably possible consistent with the need to conduct an appropriate review and take corrective action.

Corrective Action

If the District determines that conduct in violation of this policy has occurred, appropriate corrective action will be taken. Corrective action may include counseling, training, written reprimand, reassignment, suspension, termination of employment, removal from Airport property, cancellation of contracts, or other appropriate remedial measures.

External Agencies

Individuals may also file complaints with external agencies, including:

- The Equal Employment Opportunity Commission (“EEOC”); or
- The California Civil Rights Department (“CRD”).

Nothing in this policy prevents any individual from exercising rights protected by applicable law.

4.03 Reporting Discrimination, Harassment, Retaliation & Abusive Conduct

Any covered individual who believes they have been subjected to discrimination, harassment, retaliation, or abusive conduct in violation of this policy is encouraged to report the conduct immediately. Complaints may be made orally or in writing to any supervisor, manager, Department Head, Human Resources representative, the Executive Director, or another appropriate District representative, including District Counsel, without regard to chain of command.

Supervisors and managers who receive a complaint or become aware of possible conduct that may violate this policy are required to promptly notify Human Resources or the appropriate management representative.

The Monterey Peninsula Airport District will promptly, appropriately, and impartially review complaints and take reasonable steps to address concerns, maintain workplace safety, and prevent further misconduct or retaliation.

Complaint Documentation

Individuals reporting concerns may be asked to document the complaint in writing using a District complaint form or other written statement to assist with review and investigation. If the complainant declines or is unable to prepare a written statement, the receiving supervisor, manager, Human Resources representative, or District representative, including District Counsel, shall document the complaint based on the information provided.

Complaint documentation may include:

- The date the complaint was received;
- The individuals involved;
- A description of the alleged conduct;
- Dates, locations, or witnesses, if known;
- Any supporting information or documentation provided.

Initial Assessment & Interim Measures

Upon receiving a complaint, the District may conduct an initial assessment to determine whether interim measures are necessary to maintain workplace safety, prevent further misconduct, protect employees, preserve the integrity of the review process, or support Airport operations.
Interim measures may include, but are not limited to:

- Temporary reassignment;
- Schedule modifications;
- Separation of employees;
- Administrative leave;
- Temporary modification of reporting relationships;
- Workplace safety measures;
- No-contact directives;
- Operational or security-related restrictions.

Interim measures are intended to be non-disciplinary unless otherwise communicated and may be implemented based on operational, safety, or investigative needs.

Intake & Preliminary Review

Human Resources or an authorized management representative may conduct an intake or preliminary review process to:

- Clarify allegations and identify involved parties;
- Assess the nature and scope of the complaint;
- Identify potential policy violations;
- Determine whether immediate action is necessary;
- Evaluate whether the matter should proceed to formal investigation, informal resolution, management intervention, or other administrative action.

The intake process is administrative in nature and is intended to assist the District in determining an appropriate response to the reported concerns.

Workplace Investigations
If the District determines that an investigation is appropriate, the investigation will generally be conducted in a timely, thorough, impartial, and appropriately confidential manner consistent with applicable law and operational needs.

Investigations may include interviews with:

- The complainant;
- The subject of the complaint;
- Witnesses;
- Supervisors or managers;
- Other individuals with relevant information.

The District may also review documents, electronic communications, photographs, video recordings, access records, personnel records, policies, or other information relevant to the matter.

At the conclusion of the review or investigation, the District will determine whether this policy or other District policies were violated and what corrective or remedial action, if any, is appropriate.

Confidentiality
The District will make reasonable efforts to maintain confidentiality during the complaint review and investigation process consistent with the need to conduct an appropriate review, maintain workplace safety, fulfill legal obligations, and protect the rights of all individuals involved.

Complete confidentiality cannot be guaranteed. Information may be shared on a need-to-know basis with individuals involved in the review, investigation, corrective action process, legal compliance, or operational response.

Employees are required to cooperate honestly and professionally during investigations and are prohibited from knowingly providing false information, interfering with investigations, retaliating against individuals involved in the process, or attempting to improperly influence witnesses.

Corrective & Remedial Action
If the District determines that conduct in violation of this policy has occurred, the District will take prompt and appropriate corrective or remedial action. Corrective action may include counseling, training, reassignment, written reprimand, suspension, termination, removal from Airport property, contract termination, or other appropriate administrative action.

The District may also take steps intended to prevent future misconduct, protect affected individuals, and maintain a professional and respectful workplace.

External Reporting Rights
Nothing in this policy prevents any individual from reporting concerns to, or filing complaints with, external agencies, including:

- The Equal Employment Opportunity Commission (“EEOC”); or
- The California Civil Rights Department (“CRD”).

Individuals retain all rights provided under applicable federal, state, and local laws.

4.04 Anti-Retaliation Policy

The Monterey Peninsula Airport District strictly prohibits retaliation against any covered individual for engaging in protected activity or exercising rights protected by applicable law.

Retaliation occurs when an individual is subjected to adverse treatment, intimidation, interference, or other negative action because the individual:

- Reports or complains about discrimination, harassment, retaliation, abusive conduct, safety concerns, policy violations, or unlawful conduct;
- Requests a reasonable accommodation;
- Participates in an investigation, review, hearing, or complaint process;
- Assists another individual in making a complaint or participating in an investigation;
- Opposes conduct reasonably believed to violate District policy or applicable law; or
- Exercises any protected legal right.

Protected activity is protected regardless of whether the underlying complaint is ultimately substantiated, provided the complaint or report was made in good faith.

Prohibited Retaliatory Conduct
Retaliation may include, but is not limited to:

- Discipline or threats of discipline;
- Unwarranted counseling or corrective action;
- Intimidation, coercion, or threats;
- Taking sides against an individual because they reported concerns;
- Spreading rumors about a complainant, witness, or participant in an investigation;
- Excluding, shunning, or avoiding individuals who participate in protected activity;
- Interfering with work assignments, opportunities, schedules, or workplace relationships;
- Unjustified negative performance treatment;
- Changes in assignments or working conditions intended to discourage reporting;
- Real or implied threats intended to deter reporting or participation in an investigation;
- Any conduct that would reasonably discourage an individual from reporting concerns or participating in a protected process.

Retaliation may violate this policy even if the underlying complaint is not substantiated.

Reporting Retaliation
Any individual who believes they have experienced or witnessed retaliation should immediately report the conduct to Human Resources, management, the Executive Director, or another appropriate District representative.

The District will promptly review reports of retaliation and take appropriate corrective action when warranted.

Any employee, supervisor, manager, contractor, or other covered individual found to have engaged in retaliation in violation of this policy may be subject to corrective or disciplinary action, up to and including termination of employment, removal from Airport property, or termination of contractual relationships.

4.05 Abusive Conduct and Bullying

The Monterey Peninsula Airport District is committed to maintaining a professional, respectful, safe, and collaborative workplace free from abusive conduct, bullying, intimidation, and other inappropriate workplace behavior. Employees are expected to treat one another, members of the public, tenants, contractors, passengers, vendors, and business partners with courtesy, professionalism, dignity, and mutual respect.

The District will take appropriate corrective action, up to and including formal discipline or termination of employment, when employees engage in abusive conduct, bullying, intimidation, or other conduct that violates this policy.

<u>Definition of Abusive Conduct</u>
Consistent with California Government Code section 12950.1, abusive conduct means conduct in the workplace that a reasonable person would find hostile, offensive, intimidating, humiliating, or unrelated to legitimate business interests.

Abusive conduct may include, but is not limited to:

- Repeated verbal abuse, including derogatory remarks, insults, ridicule, yelling, or epithets;
- Verbal, written, visual, electronic, or physical conduct that a reasonable person would find threatening, intimidating, humiliating, hostile, or offensive;
- Deliberate sabotage, undermining, or interference with another individual’s work performance;
- Repeated hostile behavior intended to demean, isolate, embarrass, or intimidate another individual;
- Abusive or bullying conduct occurring through email, messaging platforms, social media, or other electronic communications;
- Conduct that unreasonably interferes with an individual’s ability to perform their work responsibilities or negatively affects the workplace environment.

A single act generally will not constitute abusive conduct unless the conduct is especially severe, threatening, egregious, or disruptive to workplace safety or operations.

Abusive conduct prohibited by this policy does not need to be based on a protected classification or protected activity to violate this policy.

<u>Scope of Policy</u>
This policy applies to all District employees regardless of classification, position, or employment status, including supervisors, managers, executives, temporary employees, interns, volunteers, contractors, consultants, and other covered individuals.

This policy also applies to conduct involving:

- Applicants for employment;
- Tenants and airline personnel;
- Vendors and contractors;
- Passengers and members of the public;
- Business partners and other individuals interacting with the District or Airport operations.

The District will not tolerate abusive conduct directed toward employees by non-employees, including contractors, vendors, tenants, consultants, passengers, or visitors. Employees should promptly report such conduct so the District may take appropriate corrective, operational, or safety-related action.

Appropriate Management Actions
This policy is not intended to prevent supervisors, managers, or District representatives from carrying out legitimate business, operational, safety, performance management, or supervisory responsibilities in a professional and lawful manner.

Appropriate management actions may include, but are not limited to:

- Providing constructive feedback or coaching;
- Issuing performance evaluations or corrective action;
- Assigning work or modifying assignments;
- Enforcing workplace rules, policies, or operational standards;
- Addressing misconduct or performance deficiencies;
- Managing schedules, staffing, operational priorities, or workplace expectations.

Reporting & Investigation
Employees who believe they have experienced or witnessed abusive conduct or bullying should promptly report the conduct to Human Resources, a supervisor, manager, the Executive Director, or another appropriate District representative.

The District will review complaints of abusive conduct promptly and may conduct an investigation or administrative review as appropriate under the circumstances.

Employees are expected to cooperate honestly and professionally in reviews and investigations related to workplace conduct concerns.

Corrective Action
Employees who engage in abusive conduct, bullying, intimidation, or other inappropriate workplace behavior in violation of this policy may be subject to corrective or disciplinary action, up to and including termination of employment.

The District may also take operational, administrative, or safety-related measures necessary to maintain a respectful, professional, and effective workplace environment.

4.06 Workplace Violence Prevention

The Monterey Peninsula Airport District is committed to maintaining a safe, secure, and professional workplace and has zero tolerance for workplace violence, threats of violence, intimidation, or other violent or disruptive behavior.

Workplace violence threatens employee safety, Airport operations, public trust, and the secure operation of a critical public transportation facility. Any violation of this policy may result in corrective or disciplinary action, up to and including termination of employment, removal from Airport property, referral to law enforcement, criminal prosecution, or other appropriate action.

This policy applies to all employees, applicants, interns, volunteers, contractors, tenants, vendors, consultants, visitors, passengers, and other individuals present on District property or engaged in District-related business.

The District maintains a separate Workplace Violence Prevention Plan (“WVPP”) in accordance with California Labor Code section 6401.9 and applicable Cal/OSHA regulations. Employees are expected to comply with all applicable workplace violence prevention procedures, reporting requirements, training requirements, and safety protocols contained in the District’s WVPP.

Prohibited Conduct
Employees and covered individuals are prohibited from engaging in, participating in, promoting, encouraging, or threatening workplace violence or violent conduct while engaged in District business or present on Airport property.

The District maintains zero tolerance for statements, jokes, comments, gestures, electronic communications, or conduct referencing violence or threats of violence, even if claimed to be humorous, sarcastic, venting, horseplay, or not intended to be taken seriously.

Definition of Workplace Violence
For purposes of this policy, workplace violence includes any act, threat, behavior, or conduct that causes an individual to reasonably fear for their safety, the safety of others, or the security of Airport operations or property.

Examples of prohibited conduct include, but are not limited to:

- Threats or acts of physical harm directed toward an individual or their family, associates, or property;
- Threatening statements, intimidation, coercion, or aggressive behavior;
- Fighting, assault, or physical altercations;
- Striking, punching, pushing, slapping, grabbing, or unwanted physical contact;
- Destruction of District property or another individual's property;
- Threatening or dangerous horseplay;
- Harassing or threatening phone calls, messages, or electronic communications;
- Surveillance, intimidation, or stalking behavior;
- Conduct that disrupts workplace safety or Airport operations;
- Possession, display, or use of weapons on District property or while conducting District business unless specifically authorized by the District or required as part of assigned job duties.

For purposes of this policy, "weapon" includes firearms, explosives, knives, clubs, chemical agents, or any object used or intended to cause harm, intimidation, or injury.

Reporting Responsibilities
Employees must immediately report:

- Threats or acts of violence;
- Suspicious or intimidating behavior;
- Workplace safety concerns involving violence;
- Possession of unauthorized weapons;
- Violations of this policy;
- Concerns involving passengers, tenants, contractors, vendors, or members of the public that may threaten workplace safety.

Reports should be made immediately to:

- A supervisor or manager;
- Human Resources;
- The Executive Director;

- Airport Operations or Airport security personnel; or
- Law enforcement or emergency services when appropriate.

Supervisors and managers who receive reports or become aware of possible workplace violence concerns are required to immediately notify Human Resources or the appropriate management representative.

Response & Interim Measures

The District may take immediate action necessary to protect employees, passengers, Airport operations, facilities, and the public. Such actions may include:

- Contacting law enforcement or emergency responders;
- Removing individuals from Airport property;
- Implementing security measures;
- Administrative leave;
- Temporary reassignment;
- Restricting facility or badge access;
- Operational or safety-related directives;
- Conducting workplace violence investigations;
- Implementing workplace safety plans or protective measures.

Interim actions may be implemented prior to the conclusion of any investigation when deemed necessary for safety or operational reasons.

Documentation & Investigation

Human Resources, Airport Operations, security personnel, management, or other authorized representatives may document and investigate workplace violence concerns. Documentation may include:

- Names of involved individuals;
- Date, time, and location of incidents;
- Witness information;
- Descriptions of conduct or statements;
- Security or operational impacts;
- Actions taken in response to the incident.

Investigations will be conducted as promptly and confidentially as reasonably possible consistent with operational, legal, and safety requirements.

Department & Management Responsibilities

Supervisors, managers, and Department Heads are responsible for:

- Supporting compliance with this policy and the District's WVPP;
- Promptly reporting and responding to workplace violence concerns;
- Supporting employee safety and operational security;
- Participating in required training;
- Maintaining appropriate documentation and follow-up actions;

- Coordinating with Human Resources, Airport Operations, security personnel, and law enforcement when appropriate.

Non-Retaliation
The District prohibits retaliation against any individual who, in good faith:

- Reports workplace violence concerns;
- Participates in a workplace violence investigation;
- Requests assistance related to workplace safety; or
- Exercises rights protected under applicable workplace safety laws.

Employees who knowingly make false reports or intentionally provide false information during an investigation may be subject to corrective or disciplinary action.

4.07 Reporting Safety Concerns

The Monterey Peninsula Airport District is committed to maintaining a safe, secure, and healthful workplace in accordance with applicable federal and state workplace safety laws, including Cal/OSHA requirements, Federal Aviation Administration (FAA) operational standards, Transportation Security Administration (TSA) requirements, and other applicable safety regulations and Airport operational procedures.

Employees are expected and encouraged to promptly report safety concerns, hazards, unsafe conditions, operational risks, security concerns, and workplace incidents without fear of retaliation. The District strictly prohibits retaliation against any employee who, in good faith:

- Reports a safety concern or hazard;
- Participates in a safety review or investigation;
- Reports workplace injuries or illnesses;
- Raises concerns regarding operational or regulatory compliance;
- Exercises rights protected under workplace safety laws.

Reportable Safety Concerns
Employees should immediately report any condition, conduct, equipment issue, operational concern, or situation that may threaten the health, safety, or security of employees, passengers, tenants, contractors, Airport operations, facilities, vehicles, or the public.

Examples of reportable concerns include, but are not limited to:

- Unsafe work practices or unsafe operating conditions;
- Hazardous conditions on the airfield, ramp, terminal, facilities, or District property;
- Equipment, vehicle, or machinery defects or malfunctions;
- Near-miss incidents;
- Workplace injuries or illnesses;
- Exposure to hazardous materials or substances;
- Fire, electrical, or environmental hazards;
- Security breaches or suspicious activity;
- Threats, workplace violence, or aggressive behavior;
- Failure to follow required safety procedures or regulatory requirements;
- Emergency situations or operational hazards affecting Airport safety.

Reporting Procedures
Employees should report safety concerns as soon as practicable to:

- A supervisor or manager;
- Human Resources;
- Airport Operations;
- The District's designated safety representative;
- The Executive Director; or
- Another appropriate District representative.

Reports may be made verbally or in writing. Anonymous reports may also be accepted to the extent practicable and consistent with the District's ability to review and respond to the concern. In situations involving immediate danger, emergencies, security threats, or urgent safety risks, employees should first take reasonable steps to protect themselves and others and immediately contact emergency responders, Airport Operations, law enforcement, fire services, or other appropriate emergency personnel before following standard reporting procedures.

<u>Supervisor & Management Responsibilities</u>
Supervisors, managers, and Department Heads are responsible for:

- Promptly responding to reported safety concerns;
- Taking appropriate interim measures to address immediate hazards;
- Ensuring safety concerns are communicated to the appropriate operational, maintenance, safety, security, or management personnel;
- Supporting compliance with the District's safety programs and regulatory requirements;
- Ensuring employees are not discouraged from reporting concerns;
- Prohibiting retaliation against individuals who report safety concerns in good faith.

<u>Investigation & Corrective Action</u>
Reported safety concerns will be reviewed and addressed in a manner appropriate to the nature and severity of the issue. The District may conduct inspections, operational reviews, investigations, or hazard assessments as necessary.

Where appropriate, the District will take reasonable corrective or preventive action to address confirmed hazards, improve workplace safety, maintain operational compliance, and reduce the risk of future incidents.

The District may document safety concerns, investigations, corrective actions, and follow-up measures in accordance with applicable safety regulations, operational procedures, risk-management practices, and records retention requirements.

<u>Non-Retaliation</u>
No employee will be disciplined, discriminated against, intimidated, or retaliated against for reporting safety concerns in good faith, participating in a safety investigation, cooperating in an operational review, or exercising rights protected under workplace safety laws or District safety programs.

Employees who believe they have experienced retaliation related to a safety report or safety-related protected activity should immediately report the concern to Human Resources or another appropriate District representative.

<u>Safety Program Compliance</u>
This policy operates in conjunction with the District's:

- Injury and Illness Prevention Program (IIPP);
- Workplace Violence Prevention Plan (WVPP);
- Emergency response procedures;
- Workers' compensation procedures;
- Airport safety and security programs;
- FAA and Cal/OSHA compliance requirements; and
- Other applicable operational and safety-related policies and procedures.

Employees are expected to comply with all applicable safety rules, operational procedures, regulatory requirements, security directives, and training requirements associated with their position and Airport operations.

4.08 Drug & Alcohol Free Workplace

The Monterey Peninsula Airport District is committed to maintaining a safe, healthy, secure, and productive workplace free from the unlawful use of drugs and the misuse of alcohol. Because the District operates a public-use airport and maintains safety-sensitive operations subject to operational, security, and regulatory requirements, employees are expected to report to work fit for duty and free from impairment that may affect safety, job performance, operational reliability, or workplace conduct.

The purpose of this policy is to promote workplace safety, operational integrity, regulatory compliance, and public trust by reducing risks and hazards associated with alcohol misuse, illegal drug use, and workplace impairment.

This policy applies to all District employees, applicants, interns, volunteers, temporary employees, contractors, and other covered individuals while on District property, operating District vehicles or equipment, performing District business, attending work-related functions, or otherwise engaged in work-related activities.

Compliance with this policy is a condition of employment. Violations of this policy may result in corrective or disciplinary action, up to and including termination of employment.

This policy shall be administered in accordance with applicable federal and state law, including California law regarding employee privacy and lawful off-duty conduct, as well as any applicable federally mandated drug and alcohol testing requirements associated with safety-sensitive positions, aviation operations, or federal grant and regulatory obligations.

<u>Prohibited Conduct</u>
The following conduct is prohibited:

- The unlawful manufacture, distribution, dispensation, sale, possession, use, transfer, or being under the influence of illegal drugs or controlled substances while on District property, while conducting District business, or while operating District vehicles or equipment;
- Reporting to work or remaining on duty while impaired by alcohol, illegal drugs, controlled substances, cannabis, or medications in a manner that creates a safety risk, interferes with job performance, impairs judgment, or affects workplace conduct or operational safety;
- Possessing open containers of alcohol while on duty or on District property except as authorized for legitimate operational purposes;

- Misuse of prescription medications or use of prescription medications not lawfully prescribed to the employee;
- Refusing to cooperate with lawful drug or alcohol testing authorized by this policy or applicable law;
- Tampering with, adulterating, or attempting to interfere with testing procedures;
- Failing to comply with federally mandated drug and alcohol testing requirements applicable to designated positions.

Employees who are using prescription or over-the-counter medications that may impair their ability to safely or effectively perform their job duties are responsible for notifying their supervisor or Human Resources when such impairment may affect workplace safety, operational responsibilities, or fitness for duty.

Cannabis

Consistent with California law, the District will not discriminate against applicants or employees solely based on lawful off-duty cannabis use except where permitted by law.

However:

- Employees are prohibited from possessing, using, being impaired by, or being under the influence of cannabis while on duty, on District property, operating District vehicles or equipment, or performing District business;
- Employees in positions subject to federal drug testing regulations or federal security requirements may remain subject to stricter standards under applicable federal law;
- The District may prohibit cannabis use and impairment in safety-sensitive positions where permitted by law.

Nothing in this policy limits the District's authority to maintain a safe and drug-free workplace or to comply with federal aviation, transportation, or safety regulations.

Drug & Alcohol Testing

The District may require drug and/or alcohol testing where permitted by law and consistent with operational, safety, regulatory, or security requirements.

Testing may occur under circumstances including, but not limited to:

- Pre-employment testing for designated safety-sensitive positions;
- Reasonable suspicion testing;
- Post-accident or post-incident testing;
- Return-to-duty or follow-up testing where permitted by law;
- Federally mandated testing requirements.

The District will utilize qualified testing providers and laboratories for authorized testing procedures.

Safety-Sensitive Positions

Certain positions may be designated as safety-sensitive based on the nature of the work performed, operational responsibilities, regulatory obligations, or public safety considerations.

Safety-sensitive positions may include, but are not limited to:

- Airfield operations;

- Airport maintenance;
- Operation of heavy equipment or District vehicles;
- Positions involving access to secure or restricted areas;
- Positions subject to FAA, DOT, or other federal regulatory requirements;
- Positions involving emergency response or operational safety functions.

Applicants or employees in designated safety-sensitive positions may be subject to additional testing requirements as permitted or required by law.

Criminal Drug Convictions
Employees must notify Human Resources within five (5) calendar days of any criminal conviction for a drug-related offense occurring in the workplace or arising from conduct occurring while performing District business, to the extent required by law or applicable federal grant or regulatory requirements.

Investigations & Corrective Action
The District may investigate suspected violations of this policy and may take appropriate interim safety or operational measures pending review or investigation.

Violations of this policy may result in corrective or disciplinary action up to and including termination of employment, removal from Airport property, referral to law enforcement, or other appropriate administrative action consistent with applicable law and operational requirements.

Non-Retaliation
The District prohibits retaliation against any employee who, in good faith:

- Reports concerns regarding workplace impairment or unsafe conduct;
- Participates in a workplace safety or drug/alcohol investigation;
- Seeks assistance through the Employee Assistance Program; or
- Exercises rights protected by applicable law.

4.09 Smoke Free Workplace

Smoking is strictly prohibited inside any District building, District vehicle, or other enclosed area. For the purpose of this policy, "enclosed area" means an area closed in by a roof and walls with appropriate openings for ingress and egress; this also includes District vehicles. For purpose of this policy, “smoking” shall mean the inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, or pipe, or any other lighted tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device (e-cigarettes) that creates an aerosol or vapor.

Smoking within 20 feet of main entrances, exits, and operable windows of any District building is also prohibited.

Employees are also not allowed to smoke during work hours and may only do so on designated meal and rest breaks subject to the parameters above.

4.10 Workplace Health and Safety

The Monterey Peninsula Airport District is committed to maintaining a safe, healthy, secure, and operationally compliant workplace in accordance with the California Occupational Safety and Health Act (Cal/OSHA), Title 8 of the California Code of Regulations, applicable Federal Aviation

Administration (FAA) requirements, Transportation Security Administration (TSA) requirements, environmental and operational regulations, and other applicable federal, state, and local laws.

Because the District operates a public-use airport with safety-sensitive operations, all employees share responsibility for maintaining workplace safety, operational readiness, regulatory compliance, environmental stewardship, and public safety. The District will take reasonable steps to identify and correct unsafe conditions, reduce operational hazards, provide safety training, and maintain programs intended to prevent workplace injuries, illnesses, accidents, and security incidents.

Shared Responsibility for Safety

Workplace health and safety are shared responsibilities among the District, management, supervisors, and employees. Employees are expected to work collaboratively to support safe operations, maintain regulatory compliance, and promote a culture of safety, accountability, professionalism, and operational awareness throughout Airport operations.

District Responsibilities

The District will:

- Establish and maintain an Injury and Illness Prevention Program (“IIPP”);
- Maintain a Workplace Violence Prevention Plan (“WVPP”);
- Identify and evaluate workplace and operational hazards;
- Take reasonable corrective action when hazards or unsafe conditions are identified;
- Provide required safety training, operational instruction, and personal protective equipment (“PPE”) where applicable;
- Maintain programs and procedures intended to support safe Airport operations and regulatory compliance;
- Investigate workplace injuries, illnesses, incidents, accidents, operational events, and near-miss occurrences as appropriate;
- Maintain required Cal/OSHA, FAA, TSA, and other regulatory reporting and recordkeeping requirements;
- Support emergency preparedness, operational continuity, and incident response efforts;
- Prohibit retaliation against employees who report safety concerns or exercise rights protected under workplace safety laws.

Supervisor & Management Responsibilities

Supervisors, managers, and Department Heads are responsible for supporting and enforcing workplace safety and operational compliance within their areas of responsibility. This includes:

- Ensuring employees follow applicable safety procedures, operational directives, and regulatory requirements;
- Addressing unsafe conditions, hazards, or unsafe behavior promptly;
- Reporting and documenting workplace injuries, incidents, and operational concerns;
- Supporting required safety and operational training;
- Ensuring employees utilize required PPE and safety equipment;
- Coordinating with Human Resources, Airport Operations, maintenance personnel, safety representatives, and regulatory agencies when appropriate;
- Modeling safe, professional, and compliant work practices.

Supervisors must take appropriate action when aware of conditions or conduct that may threaten employee safety, Airport operations, regulatory compliance, or public safety.

Employee Responsibilities
Employees are expected to:

- Perform work safely and in accordance with applicable policies, procedures, operational directives, and training;
- Follow all workplace safety, operational, environmental, and security requirements;
- Use required PPE, safety equipment, and operational safeguards;
- Promptly report unsafe conditions, hazards, injuries, illnesses, incidents, and near-miss events;
- Participate in required training, drills, inspections, and safety meetings;
- Cooperate with safety investigations and operational reviews;
- Avoid conduct that creates unreasonable safety risks to themselves, coworkers, passengers, tenants, contractors, or the public.

Employees are expected to exercise sound judgment and situational awareness in performing their work, particularly in operational areas involving vehicles, equipment, aircraft movement areas, secured facilities, hazardous materials, or public-facing operations.

Reporting Safety Concerns & Incidents
Employees are encouraged and expected to promptly report safety concerns, hazards, injuries, illnesses, operational incidents, near-miss events, and security concerns.

Reports may be made to:
- A supervisor or manager;
- Human Resources;
- Airport Operations;
- The District's designated safety representative;
- The Executive Director; or
- Another appropriate District representative.

The District prohibits retaliation against employees who report safety concerns or participate in safety-related investigations or reviews in good faith.

Training & Safety Communication
The District will provide safety training and operational instruction appropriate to employees' job duties, work environments, regulatory requirements, and operational responsibilities. Safety information may be communicated through:

- Safety meetings;
- Tailgate meetings;
- Training sessions;
- Operational briefings;
- Written procedures and manuals;
- Electronic communications;
- Posted notices and signage;
- Emergency drills and exercises.

Employees are responsible for participating in required training and complying with applicable safety and operational procedures.

Emergency Preparedness & Operational Response
The District maintains emergency response, evacuation, operational continuity, and incident response procedures appropriate for Airport operations and facilities. Employees are expected to:

- Familiarize themselves with applicable emergency procedures and reporting protocols;
- Participate in required emergency training, drills, or exercises;
- Cooperate with emergency responders and operational personnel during incidents or emergencies;
- Support operational continuity and emergency response efforts as directed.

Because Airport operations may involve emergency response, security incidents, operational disruptions, weather-related events, or public safety emergencies, employees may be expected to respond to urgent operational needs consistent with their job responsibilities and applicable District procedures.

Related Safety Programs
This policy operates in conjunction with the District's:

- Injury and Illness Prevention Program (IIPP);
- Workplace Violence Prevention Plan (WVPP);
- Emergency response and operational continuity procedures;
- Workers' compensation procedures;
- Airfield safety procedures;
- Hazard communication and environmental safety programs;
- Security and access control procedures; and
- Other applicable safety, operational, and regulatory compliance policies and procedures.

Employees are expected to comply with all applicable District safety policies, operational procedures, training requirements, and regulatory obligations associated with their position and Airport operations.

4.11 Disaster Service Assignments

Pursuant to California Government Code sections 3100 through 3109, all employees of the Monterey Peninsula Airport District are designated as Disaster Service Workers ("DSWs") and may be required to perform disaster service activities in connection with emergencies, disasters, operational disruptions, public safety incidents, or emergency response and recovery efforts.

Because the District operates a critical public transportation and aviation facility, employees may be assigned emergency duties necessary to support Airport operations, operational continuity, public safety, emergency response coordination, facility protection, transportation functions, communication efforts, or other disaster-related activities during emergencies or training exercises.

Disaster service assignments may occur:

- During declared local, state, or federal emergencies;
- During emergency preparedness drills or exercises;
- During operational emergencies affecting Airport operations or facilities;
- During severe weather events, natural disasters, public safety incidents, utility disruptions, security incidents, or other emergency situations.

Disaster service assignments may:

- Be outside an employee's normal job duties or classification;
- Occur at different work locations or operational sites;
- Require modified schedules or extended work hours;
- Occur during or outside regular working hours;
- Require employees to report to work or remain available for operational response.

Employees are expected to comply with lawful disaster service assignments, emergency operational directives, safety procedures, and emergency response protocols issued by the District or authorized emergency management personnel.

The District may require employees to participate in emergency preparedness activities, training exercises, drills, operational continuity planning, safety instruction, or related emergency response activities consistent with operational and regulatory requirements.

Nothing in this policy alters the District's authority to direct emergency operations, maintain operational continuity, protect Airport facilities and infrastructure, or respond to emergencies affecting public safety, transportation operations, or Airport security.

<u>Activation of Disaster Service Assignments</u>
Disaster service assignments may be activated by the Executive Director, Airport Operations leadership, Emergency Management personnel, or another authorized District representative when emergency conditions, operational disruptions, security incidents, natural disasters, or declared local, state, or federal emergencies require activation of the District's emergency response or operational continuity procedures.

Assignments may be made in accordance with the District's Emergency Operations Plan ("EOP"), Airport Emergency Plan ("AEP"), operational continuity procedures, mutual aid obligations, and applicable emergency management systems, including the Standardized Emergency Management System ("SEMS") and National Incident Management System ("NIMS").

Disaster service assignments will be based on operational needs, employee skills, certifications, training, operational responsibilities, regulatory requirements, and the nature of the emergency or operational incident.

<u>Employee Responsibilities</u>
Employees are expected to:

- Report for assigned disaster service duties or emergency operational assignments as directed unless excused by authorized management;
- Follow lawful instructions, operational directives, emergency procedures, and safety protocols issued during emergency response or operational continuity activities;
- Perform assigned duties professionally and to the best of their ability;
- Cooperate with emergency responders, Airport Operations personnel, public safety agencies, and management representatives;
- Participate in required emergency preparedness training, drills, exercises, and operational readiness activities;
- Maintain familiarity with applicable emergency procedures and operational response expectations associated with their position.

Failure to report for or perform assigned disaster service duties or emergency operational assignments without valid justification may result in corrective or disciplinary action consistent with applicable law and District policy.

Compensation, Hours & Work Schedules

Employees performing disaster service assignments or emergency operational duties will be compensated in accordance with applicable wage and hour laws, District compensation practices, and applicable personnel policies, including provisions related to overtime, work schedules, standby assignments, callback assignments, or emergency operational staffing requirements where applicable.

Time worked while performing authorized disaster service duties will be treated as hours worked for purposes of compensation and workers' compensation coverage consistent with applicable law.

Safety & Workers' Compensation

The Monterey Peninsula Airport District is committed to maintaining safe working conditions during emergency response and disaster service activities to the extent practicable under emergency circumstances.

Employees injured while acting within the course and scope of assigned disaster service duties or emergency operational assignments are generally covered by workers' compensation benefits in accordance with applicable law.

Employees are expected to comply with applicable safety procedures, operational directives, PPE requirements, and emergency response protocols during disaster service activities.

Limitations & Accommodations

The District will consider legitimate limitations, restrictions, or reasonable accommodation obligations related to medical conditions, disabilities, or other legally protected circumstances when making disaster service assignments to the extent practicable and consistent with emergency operational and public safety needs.

Training & Preparedness

The District may require employees to participate in emergency preparedness activities, disaster response training, drills, exercises, operational continuity planning, SEMS/NIMS training, safety instruction, or other emergency management programs intended to support Airport readiness and operational resilience.

Training may include:

- Emergency response procedures;
- Airport emergency operations;
- Incident command structure;
- Evacuation and shelter procedures;
- Airfield or operational emergency response;
- Workplace violence response;
- Security incident response;
- Disaster recovery and continuity operations.

This policy operates in conjunction with the District's:

- Emergency Operations Plan (EOP);
- Airport Emergency Plan (AEP);
- Workplace health and safety policies;
- Injury and Illness Prevention Program (IIPP);
- Workplace Violence Prevention Plan (WVPP);
- Operational continuity procedures; and
- Other applicable emergency management, safety, and operational policies and procedures.

4.12 Whistleblower

The Monterey Peninsula Airport District is committed to ethical conduct, legal compliance, accountability, and the responsible stewardship of public resources. The District encourages employees and other covered individuals to report concerns regarding unlawful conduct, regulatory violations, unsafe practices, fraud, waste, abuse, misuse of public resources, or other improper governmental activities.

The District strictly prohibits retaliation against any individual who engages in protected whistleblower activity in good faith or who exercises rights protected under applicable whistleblower protection laws.

<u>Prohibited Retaliation</u>
The District prohibits:

- Taking adverse action against an employee or applicant because the individual disclosed or is believed to have disclosed information to a governmental agency, law enforcement agency, regulatory authority, or the District regarding conduct the individual reasonably believes violates federal, state, or local law, regulations, grant requirements, or District policy;
- Preventing or discouraging an individual from reporting concerns or cooperating with investigations;
- Retaliating against an employee for refusing to participate in conduct the employee reasonably believes would violate a law, regulation, safety requirement, or District policy;
- Retaliating against an individual because a family member or associated person engaged in protected activity;
- Interfering with an employee's lawful exercise of whistleblower rights.

This policy applies to all District officials, Board members, officers, employees, temporary employees, seasonal employees, interns, volunteers, applicants, contractors, and other covered individuals.

<u>Protected Activity</u>
Protected activity includes, but is not limited to:

- Reporting or disclosing suspected violations of law, regulations, grant requirements, or District policy;
- Reporting fraud, corruption, theft, misuse of public funds, conflicts of interest, abuse of authority, or improper governmental activity;
- Reporting workplace safety concerns, environmental violations, security concerns, or regulatory noncompliance;
- Filing complaints with governmental, regulatory, or law enforcement agencies;

- Cooperating in audits, investigations, inspections, hearings, or administrative reviews;
- Participating as a witness or providing truthful information regarding suspected misconduct;
- Making internal complaints or providing notice regarding suspected unlawful or improper conduct;
- Calling or reporting concerns through governmental or regulatory reporting channels;
- Refusing to participate in conduct reasonably believed to violate applicable law, regulations, or policy;
- Participating in protected activity related to FAA, TSA, Cal/OSHA, environmental, transportation, public contracting, or public integrity compliance matters.

Protected activity is protected even if the reported concern is ultimately unsubstantiated, provided the report was made in good faith and with a reasonable belief that misconduct or noncompliance may have occurred.

Adverse Actions Prohibited
Retaliation or adverse action may include, but is not limited to:

- Discipline or threats of discipline;
- Intimidation, coercion, or harassment;
- Refusal to hire or promote;
- Unwarranted negative evaluations or corrective action;
- Extension of probationary periods;
- Changes to schedules, assignments, duties, or working conditions intended to discourage protected activity;
- Exclusion, hostility, or workplace ostracism;
- Spreading rumors regarding an individual’s protected activity;
- Interference with career opportunities or professional relationships;
- Any conduct that would reasonably discourage an individual from engaging in protected activity.

Reporting Concerns
Individuals who believe they have experienced retaliation or who wish to report unlawful or improper conduct should promptly report the matter to:

- Human Resources;
- A supervisor or manager;
- The Executive Director;
- Another appropriate District representative; or
- An external governmental or regulatory agency.

Reports may be made verbally or in writing.

Supervisors and managers who receive reports or become aware of potential whistleblower concerns or retaliation must promptly notify Human Resources or the appropriate management representative.

Investigation & Corrective Action
The District will promptly and appropriately review reports of suspected unlawful conduct, improper governmental activity, or retaliation. Investigations or administrative reviews will be conducted as confidentially as reasonably possible consistent with operational needs, legal

obligations, and the need to conduct an appropriate review.

If the District determines that retaliation or other prohibited conduct occurred, appropriate corrective action will be taken, which may include discipline up to and including termination of employment, removal from Airport property, cancellation of contracts, referral to law enforcement, or other appropriate administrative action.

Reporting
Individuals are expected to make reports honestly and in good faith. Knowingly making false allegations, intentionally providing false information, or engaging in malicious or bad-faith reporting may result in corrective or disciplinary action.

Nothing in this policy is intended to discourage lawful reporting to governmental agencies or to limit any rights protected under applicable whistleblower protection laws.

5.00 EMPLOYEE RIGHTS & RESPONSIBILITIES

5.01 Conflicts of Interest

A public employee may not use public assets or public office for personal gain. All District employees are covered by certain District conflict of interest policies, and also by state statutes and common law rules. The consequences of actions prohibited under conflict of interest prohibitions can range from invalidation of important District contracts to monetary fines or criminal penalties against the person with the conflict.

The Political Reform Act (Government Code §§ 81000, et seq., hereinafter referred to as the Act) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 California Code of Regulations § 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearings it may be amended by the FPPC to conform to amendments in the Act. Therefore, the terms of § 18730 and any amendments to it adopted by the FPPC are hereby incorporated by reference. This regulation and the text here designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the District.

The full text of Section 18730, together with any amendment thereto, may be found at:
http://www.fppc.ca.gov/legal/regs/current/18730.pdf.

Designated positions shall file statements of economic interests with the District. Statements of Economic Interests are public records available for public inspection.

Designated Positions
The designated positions listed below are required to file Form 700 Statements of Economic Interests disclosing certain personal financial interests. These positions are required to file the applicable individual schedules to report investments, business positions, sources of income and interests in real property located in the District's jurisdiction. The applicable schedules to be filed for each position are based on the disclosure category assigned to the designated position.

Designated positions

Board Member - Category 1

Executive Director - Category 1
Deputy Executive Director – Category 1
Controller – Category 1
Consultant - Category 2

Disclosure Categories
Disclosure Category 1 - Persons in this category shall disclose:

Interests in real property located entirely or partly within District boundaries, or within two miles of District boundaries, or of any landed owned or used by the District.

Investments or business positions in or income (including gifts, loans and travel payments) from sources that provide, plan to provide, or have provided in the last two years facilities, goods, software, hardware, or services, including consulting services, to the District, or are engaged in the acquisition of real property within the District.

Disclosure Category 2 - Persons in this category shall disclose:
Consultants shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: the District may determine in writing that a particular consultant is hired to perform a range of duties that is limited in scope and, thus, is not required to comply with the full disclosure requirements described above, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements.

The State Attorney General's Office offers public employees an online ethics tutorial covering conflicts of interest. In addition, the State of California's Fair Political Practices Commission has a website http://www.fppc.ca.gov/ and hotline 1 (866) ASK-FPPC.

5.02 Artificial Intelligence (AI)

The District recognizes that artificial intelligence ("AI") technologies, including generative AI platforms and automated decision-making tools, present potential operational benefits as well as significant legal, cybersecurity, confidentiality, operational, ethical, and public records risks. The purpose of this policy is to establish strict limitations and controls governing employee use of AI technologies to protect District information, maintain public trust, ensure legal compliance, safeguard confidential and sensitive data, and preserve the integrity of District operations and decision-making.

This policy applies to all District employees, temporary employees, interns, volunteers, and any individual authorized to access District systems, networks, information, or technology resources.

For purposes of this policy, artificial intelligence ("AI") includes any software, platform, application, chatbot, algorithm, machine learning tool, generative AI system, large language model, automated writing platform, image-generation system, predictive analytics tool, or other technology capable of independently generating, analyzing, processing, summarizing, interpreting, or creating content, recommendations, communications, images, audio, video, or decisions based upon user-provided information or automated data processing.

Examples include, but are not limited to, publicly available or privately hosted AI systems such as chatbots, automated writing assistants, image-generation platforms, coding assistants, transcription tools, summarization platforms, predictive analytics systems, and automated decision-support tools.

The District permits access to certain AI platforms, whenever practicable, that meet Information Technology (IT) privacy and security standards and have been vetted and approved for use. AI systems and the data contained therein that have been purchased, configured, developed, operated, and maintained by the IT team are approved uses.

The use of personal AI accounts, and unapproved third-party AI applications for District business is strictly prohibited. Employees shall not input, upload, transmit, disclose, or expose District information into any unapproved AI platform unless expressly authorized in writing. This prohibition applies regardless of whether the AI platform claims information is encrypted, private, deleted, anonymized, or not retained.

<u>Prohibited Uses</u>
Employees are prohibited from using unapproved AI technologies for the following purposes: Preparing, drafting, reviewing, or editing official District communications, policies, procedures, business documents, personnel records, performance evaluations, disciplinary materials, investigative reports, procurement documents, contracts, Board materials, financial information, security-related information, operational procedures, or public statements.

Unless expressly authorized in writing, employees are prohibited from using AI technologies for any of the following purposes:

Uploading or transmitting confidential, privileged, protected, sensitive, proprietary, security-sensitive, personnel-related, medical, legal, financial, operational, infrastructure, cybersecurity, or public safety information.

Using AI systems to make or influence employment decisions, disciplinary decisions, hiring decisions, promotional decisions, compensation decisions, investigative findings, safety determinations, operational decisions, procurement evaluations, or other discretionary governmental determinations.

Using AI-generated information as a substitute for professional judgment, supervisory review, legal review, policy interpretation, technical expertise, or independent analysis.

Using AI systems to generate images, audio, video, or content representing the District, its employees, facilities, operations, or the public without express authorization.

Using AI platforms that automatically retain, learn from, store, scrape, share, or redistribute user-submitted data.

Installing unauthorized AI software, browser extensions, plug-ins, applications, or integrations onto District devices, systems, or networks.

<u>Cybersecurity and Data Protection</u>
AI platforms may create significant cybersecurity, privacy, confidentiality, and public records risks. Employees shall comply with all District cybersecurity policies, records retention requirements, confidentiality obligations, and applicable laws when using technology resources.

Employees shall not circumvent District cybersecurity controls or use personal devices or accounts to access AI tools for District business purposes.

Any suspected unauthorized use of AI technologies, data exposure, or cybersecurity concern involving AI platforms must be immediately reported to District management and Information Technology personnel.

Public Records and Legal Compliance

Employees are advised that records, prompts, submissions, communications, metadata, and outputs associated with AI systems may constitute public records subject to disclosure under the California Public Records Act ("CPRA"), litigation discovery obligations, audit requirements, or other legal processes.

Employees shall not use AI technologies in any manner that compromises records retention obligations, confidentiality requirements, attorney-client privilege, investigative integrity, cybersecurity protections, or legal compliance obligations.

Accuracy and Reliability

AI-generated content may contain inaccuracies, fabricated information, biased results, incomplete analysis, or outdated information. The District prohibits reliance upon AI-generated outputs for official governmental decision-making unless independently verified, reviewed, and expressly authorized.

Employees remain personally responsible for the accuracy, legality, appropriateness, completeness, and professional quality of all work product, communications, and decisions associated with District operations.

Monitoring and Enforcement

The District reserves the right to monitor, inspect, audit, review, and investigate employee technology use, internet activity, software access, uploads, downloads, electronic communications, and system activity involving AI technologies consistent with applicable law and District policy.

Employees shall have no expectation of privacy when using District systems, devices, or networks.

Violation of this policy may result in disciplinary action up to and including termination of employment, revocation of system access, civil liability, criminal liability, and any other corrective action authorized by law or District policy.

The District reserves the right to restrict, prohibit, authorize, modify, suspend, or regulate employee use of AI technologies at any time based upon operational, legal, cybersecurity, public safety, or organizational considerations.

Nothing in this policy creates a right or authorization for employees to use AI technologies for District business.

5.03 Employee Identification Badge

The District issues employee identification badges to enhance security, facilitate identification, and support efficient operations. Employees are expected to comply with this policy and any related procedures governing the issuance, display, care, and return of identification badges.

Issuance of Identification Badges

Employee identification badges are issued by the Airport Security Coordinator, or their designee or another designated department at the time of hire or as otherwise required. Badges remain the property of the District and are issued for official District business only. The District may determine the format and content of identification badges, which may include the employee's name, photograph, job title or department, and access credentials, as appropriate.

Display and Use

Employees may be required to visibly display their identification badge while on duty, in District facilities, or when representing the District in an official capacity. Badges must be worn or carried as directed and used only by the employee to whom they are issued. Identification badges may not be altered, shared, or used by any other individual.

Access and Security

Identification badges are used to control access to District facilities, work areas, vehicles, equipment, or electronic systems. Employees are responsible for safeguarding their badge and for preventing unauthorized use in accordance with the Department of Homeland Security rules and regulations.

Lost, Stolen, or Damaged Badges

Employees must promptly report lost, stolen, or damaged identification badges to their supervisor and Human Resources or the designated issuing department. The District may deactivate lost or stolen badges to prevent unauthorized access. Replacement badges may be issued, and the District may charge a replacement fee where permitted by law or policy.

Return of Badges

Identification badges must be returned to the District upon separation from employment, transfer to a position that no longer requires a badge, or upon request by the District. Failure to return a badge may result in delayed final processing or other appropriate action consistent with law and policy.

Privacy and Confidentiality

The District will take reasonable steps to protect employee personal information associated with identification badges. Badge information will be used for legitimate business and security purposes only and handled in accordance with applicable privacy and public records laws.

5.04 Electronic Equipment and Resource Use

District equipment or resources is any District-owned or supplied item or resource, including, but not limited to: intellectual property (*e.g.*, photographs, plans, drawings, formulas, customer lists, designs, formulas), vehicles, telephones, cell phones, pagers, tools, machines, supplies, copy machines, facsimile machines, desks, office equipment, computers (including hardware and software), file cabinets, lockers, Wi-Fi, internet, intranet, District network, data systems, routers, voice mail, servers, and email or voice mail communications stored in or transmitted through District electronic resources or equipment.

5.05 Privacy & Use of District Resources

Privacy

The District periodically and without prior notice, monitors, reviews, accesses, or retrieves data from its equipment or resources, including electronic communications and content contained in or transmitted through District networks or electronic resources. District employees must provide the agency with the employee's username or password for any District issued equipment or resource. The existence of passwords or delete functions does not restrict the District's access or ability to reset usernames and passwords. As a result, District employees have no expectation of privacy in their use of any District equipment or resources.

Use of District Resources
Employees may only use District equipment or resources in compliance with District policies. Except as authorized by this policy, employees are expected to avoid any use or communication which is unrelated to District business, destructive, wasteful, or illegal.

The District has discretion to restrict or rescind employee access District equipment or resources.

The following are examples of misuse of District equipment or resources:

- Any use that violates applicable law and/or District policies, rules or procedures;
- Exposing others to material which is offensive, harassing, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment;
- Any use that may create or further a hostile attitude or give offense on the basis of race, color, religion, sex, gender, gender expression, gender identity, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, genetic information, sexual orientation, veteran status or any other basis protected by law;
- Communication of confidential District information to unauthorized individuals within or outside of District;
- Unauthorized attempts to access or use District data or break into any District or non-District system;
- Theft or unauthorized transmission or copying of paper or electronic files or data;
- Initiating or sustaining chain/spam letters, e-mail or other unauthorized mass communication;
- Misrepresentation of one's identity for improper or illegal purposes;
- Personal commercial or business activities (*g.*, "for sale" notices, personal ads, etc.);
- Transmitting/accessing obscene material and/or pornography;
- E-Commerce;
- Online gambling;
- Installing or downloading unauthorized software or equipment;
- Violating terms of software licensing agreements; and
- Using District equipment or resources to access and/or use dating web resources, personal social media, or games of any type.

Use of District Email
The District's email system is an official communication tool for District business. The District establishes and assigns official email addresses to each employee as the District deems necessary. Employees must send all District communications that are sent via

email to and from their official District email address. Employees are prohibited from using their private email address when communicating District business via email. Should an email related to District business be sent to an employee's personal email account, the email should be immediately forwarded to the employee's District email account and responded to accordingly.

Limited Personal Use of District Communications Equipment

Employees may use District telephones, cell phones, internet access, and e-mail for incidental personal communications provided that the use:

a. Is kept to a minimum and limited to break times or non-working hours;
b. Does not interfere or conflict with District operations or the work performance of any District employees;
c. Allows the employee to more efficiently perform District work;
d. Is not abusive, illegal, inappropriate, or prohibited by this policy (for example, no social media use, no electronic dating, no gaming); and
e. Clearly indicates it is for personal use and does not indicate or imply City sponsorship or endorsement.

When an employee chooses to use District-owned communications equipment and other District Resources for personal use, they do not have an expectation of privacy with respect to their use of that equipment or resource.

5.06 Public Records & Information Security

The District is committed to open government and timely access to public records as required by the California Public Records Act (CPRA), while also protecting records that are exempt from disclosure. Public records shall be made available for inspection or copying unless a specific legal exemption applies. All employees share responsibility for ensuring public records are properly created, retained, and handled in accordance with law and District policy, including any applicable records retention policy.

Definition of Public Records

Public records include any writing containing information relating to the conduct of the public's business that is prepared, owned, used, or retained by the District, regardless of physical form or characteristics. This includes, but is not limited to, paper documents, emails, text messages, photographs, audio or video recordings, electronic files, databases, and records stored on personal devices or accounts when used to conduct District business.

Creation and Management of Public Records

Employees must create and maintain records in a manner that supports transparency, accountability, and efficient retrieval. District business should be conducted using District-approved systems whenever practicable. Records must be retained and disposed of in accordance with the District's Records Retention Schedule and applicable law. Unauthorized destruction, alteration, or removal of public records is prohibited.

Public Records Requests

All requests for public records, whether written or oral, must be promptly forwarded to the District Clerk or other designated Public Records Officer. Employees should not independently respond to public records requests unless authorized. The District will respond to requests within the timeframes required by law and will determine whether records are disclosable, exempt, or subject to redaction.

Exempt and Confidential Records
Certain records are exempt from disclosure under the CPRA or other laws, including but not limited to personnel records, medical records, attorney-client privileged communications, draft or deliberative materials, security-related records, and records protected by privacy or confidentiality laws. Employees must not disclose exempt or confidential records without proper authorization.

Use of Personal Devices and Accounts
Public records may be subject to disclosure regardless of whether they are stored on District-issued or personal devices or accounts if they relate to the conduct of District business. Employees are expected to cooperate with lawful searches for public records, including producing records stored on personal devices or accounts when required by law.

Training and Compliance
The District may provide training to employees regarding public records responsibilities and CPRA compliance. Employees are expected to comply with this policy and to seek guidance from the District Clerk, Human Resources, or legal counsel when questions arise.

This policy operates in conjunction with the District's Records Retention policy, Information Technology and cybersecurity policies, Employee Identification and Access policies, and applicable labor agreements.

5.07 Employee Theft

The District strictly prohibits employee theft, misappropriation, fraud, or misuse of District property, funds, information, or resources. Such conduct undermines public confidence and will not be tolerated. Employees are expected to use District resources solely for authorized District business and in accordance with applicable laws, policies, and procedures.

Employee theft includes, but is not limited to, any intentional or unauthorized act involving the taking, misuse, concealment, or diversion of District property or resources for personal benefit or the benefit of others. Examples include, but are not limited to:

- Theft or unauthorized use of cash, checks, credit cards, purchasing cards, or electronic funds
- Misuse or falsification of time records, expense claims, or payroll information
- Unauthorized use, removal, or personal use of District equipment, tools, supplies, vehicles, or materials
- Theft or misuse of confidential or proprietary information
- Fraud, forgery, embezzlement, or falsification of records
- Circumventing internal controls or financial safeguards

This list is illustrative and not exhaustive.

Reporting Suspected Theft
Employees who become aware of or reasonably suspect employee theft or misuse of District resources must promptly report the matter to a supervisor, Human Resources, Finance, or another designated District official. Reports may be made confidentially and, to the extent permitted by law, anonymously. Employees are encouraged to report concerns in good faith.

Investigation
All reports or suspicions of employee theft will be reviewed and investigated in a prompt, fair, and confidential manner, consistent with applicable law and District procedures. Investigations may involve Human Resources, Finance, management, internal auditors, law enforcement, or legal counsel as appropriate. Employees are expected to cooperate fully in any investigation.

Non-Retaliation
The District prohibits retaliation against any employee who, in good faith, reports suspected theft, cooperates in an investigation, or participates in related proceedings. Retaliation is a violation of District policy and may result in disciplinary action.

Discipline and Corrective Action
Employee theft is a serious violation of District policy. Substantiated violations may result in disciplinary action, up to and including termination of employment, consistent with applicable laws, and due process requirements. The District may also seek restitution, civil remedies, and/or refer the matter to law enforcement when appropriate.

This policy operates in conjunction with the Department of Homeland Security Rules and Regulations, District's ethics, fraud prevention, acceptable use of technology, purchasing and procurement, timekeeping, workplace conduct, and discipline policies, as well as applicable labor agreements.

5.08 Equipment

Under no circumstances may an employee use any District equipment, vehicles, tools, supplies, machines, or any other item that is District property while an employee is engaged in any outside employment, activity or enterprise.

5.09 Personal Property

Employees may bring reasonable personal property to the workplace at their own risk. The District is not responsible for the loss, theft, or damage of personal property brought onto District premises, stored in District facilities, or used in the course of District business, except as required by law.

Employees are responsible for safeguarding their personal belongings while at work. Personal items should be limited to those reasonably necessary for the workday and must not interfere with job performance, workplace safety, or District operations.

Use of Personal Property for District Business
Personal property may not be used for District business unless specifically authorized by the District Manager. This includes, but is not limited to, personal tools, equipment, vehicles, electronic devices, and software. When authorized, use of personal property for District business is subject to applicable policies, including those related to safety, acceptable use, reimbursement, and liability.

Storage and Prohibited Items
Personal property must be stored in designated areas and may not block exits, access ways, or create safety hazards. Certain items may be prohibited in the workplace due to safety, security, or operational concerns, including but not limited to hazardous materials, weapons, or illegal substances, except as otherwise permitted by law or policy.

Lost or Abandoned Property
The District may secure, store, or dispose of lost or abandoned personal property found on District premises in accordance with applicable law and District procedures. Employees should promptly report lost or found property to their supervisor or designated department.

5.10 Outside Employment Activity

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with their District duties, functions, responsibilities, or that of the department in which they are employed at the District. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the Executive Director or their designee prior to undertaking any outside employment as described in this policy.

The employee must promptly report in writing to the Executive Director any of the following changes that may occur relating to an authorized outside employment: the outside employment ends; or the authorized employment changes as to the number of work hours, location, or types of duties.

Any outside employment authorization may be revoked or suspended under the circumstances listed below. An employee may appeal the revocation or suspension as provided in this policy.

- The employee's work performance declines; or
- An employee's conduct or outside employment conflicts with the conditions of the outside work authorization or is incompatible with the employee's work for the District.

5.11 Political Activities

District employees or officers may not solicit or receive political funds or contributions to promote the passage or defeat of any ballot measure that would affect working conditions during the working hours of its officers and employees, or in District offices.

Officers or employees of the District, or candidates for elective office of the District, may not directly or indirectly solicit political contributions from other officers or employees of the District unless the solicitation is part of a solicitation made to a significant segment of the public which may incidentally include officers from and employees of the District.

No District employee or official shall participate in political activities of any kind while in an District uniform or other District-issued clothing.

District employees and officials are prohibited from engaging in political activity during working hours or on District property.

5.12 Gifts & Gratuities

District employees may not accept personal or family gifts from anyone with whom the District does business. The receipt of such gifts tends to undermine the objectivity that needs to be maintained in the relationships with our various constituents. This does not preclude the acceptance of a non-personal gift of nominal value (e.g., under $50) that is offered to a work unit when the gift can be shared by all employees in that unit (i.e., a box of candy or a fruit basket).

5.13 Dress Code & Grooming Policy

Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination:

- All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed;
- Prescribed uniforms and safety equipment must be worn;
- Hair must be neat, clean and well-groomed;
- Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion;
- Jewelry that does not pierce the skin is acceptable except where it constitutes a health or safety hazard;
- Good personal hygiene is required; and
- Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work.

Tattoos
Employees are expected to project a professional appearance while at work and must abide by the standards below. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor and / or Human resources. The District reserves the right to make determinations pertaining to tattoos, consistent with this policy and the law.

a. No tattoos are allowed anywhere on the head, face, or neck unless otherwise approved as an accommodation or exception under this policy;
b. Any visible tattoos shall not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related.

Piercings
Employees are expected to project a professional appearance while at work and to ensure that any body piercings do not pose a safety risk to themselves or others

If employees are unsure how this guideline applies to their situation, they are encouraged to speak with their supervisor so the matter can be reviewed together.

Visible piercings and jewelry should be modest and appropriate for the workplace. In certain roles or situations, supervisors may ask that specific items be removed or adjusted to support safety requirements or a professional environment.

Nothing in this policy (5.13) shall be construed to limit the employer's obligation to provide reasonable accommodation for sincerely held religious beliefs, practices, or observances, or as otherwise required by law.

5.14 Employment of Relatives & Spouses/Domestic Partners

The District regulates the employment and placement of relatives, spouses, and domestic partners so as to avoid conflicts of interest and to promote safety, security, supervision, and morale.

Definitions

- “Relative” means child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, or in-laws of those enumerated by marriage or domestic partnership.
- “Spouse” means one of two persons to a marriage, or two people who are registered domestic partners, as those terms are defined by state law.
- “Supervisory relationship” means one in which one employee exercises the right or responsibility to control, direct, reward, or discipline another by virtue of the duties and responsibilities assigned to their District

Employment of Relatives

The District will not appoint, promote or transfer a person to a position within the same department, division, or facility in which the person’s relative already holds a position, if any of the following would result:

- A direct or indirect supervisory relationship between the relatives;
- The two employees having job duties which require performance of shared duties on the same or related work assignment;
- Both employees having the same supervisor; or
- A potential for creating an adverse impact on supervision, safety, security, morale or efficiency.

Spouses or Domestic Partners

The District will not appoint, promote, or transfer a person, to the same department, division, or facility in which the person’s spouse or registered domestic partner already holds a position, if such employment would result in any of the following:

- One spouse or domestic partner being under the direct supervision of the other spouse or domestic partner; or
- Potential conflicts of interest or hazards for married persons or those in domestic partnership which are greater than for those who are not married or in domestic partnerships.

Marriage or Domestic Partnership after Employment

- Transfer: If two District employees who work in the same department later become spouses or domestic partners, the [Personnel Officer] has discretion to transfer one of the employees to a similar position in another department. Although the wishes of the two employees will considered, the [Personnel Officer] retains sole discretion to determine which employee will be transferred based upon District needs for supervision, safety, security or morale. Any such transfer that results in a salary reduction is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.
- Separation: If continuing employment of both employees, who work in the same department and who later become spouses or domestic partners, cannot be accommodated in a manner the [Personnel Officer] finds to be consistent with the District’s interest in the promotion of supervision, safety, security, or morale, the Executive Director or designee retains sole discretion to separate one employee from District absent the resignation of one employee, the less senior employee will be

separated. Any such separation is not considered to be disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

6.00 RECRUITMENT, EXAMINATION, & SELECTION

6.01 Recruitment & Promotion

Human Resources will prepare a job announcement to announce a proposed recruitment. The announcement may be posted on the District's website and other locations the Executive Director deems appropriate, depending upon whether the recruitment is open to the public or current employees only. The announcement will include:

- The title and pay scale for the position;
- The nature of the work to be performed and essential job duties of the position;
- The minimum qualifications, including whether the job is a promotional position;
- A statement of the employment status of the position – for cause or at-will;
- The last date that the District will accept applications, if any;
- The time, place, and type of the examination, if known, and if a medical examination, and/or a drug screen will be required following a conditional offer of employment; and
- Such other information as determined in the discretion of the Executive Director or designee.

Job applications shall require information describing an individual's training, experience, and other pertinent information as deemed necessary to assess qualifications for the job. Applicants may be required to provide supplementary information, including, but not limited to, the following: answers to job-related questions; resume; licenses; certifications; diplomas; letters of recommendation; and references. All applications must be completed in full and signed, physically or electronically, by the person applying. Human Resources will not process any application which is not fully completed and signed. Should an applicant be appointed to a position, the supplemental information shall become a part of the individual's permanent employment records.

The District may reject any application which: is not properly completed or incomplete; received after the application deadline; or indicates that the applicant does not meet the minimum qualifications for the position. Whenever an application is rejected, notice of such rejection shall be mailed or emailed to the applicant.

Examinations

The Executive Director or designee will determine the manner and methods of administering employment examinations. Examinations may consist of: written tests; oral tests; performance tests; evaluations of prior training and performance, experience and/or education; interviews; working style assessments; practical exercises; file review; or any combination thereof. The content of all examinations will be job-related and designed to test knowledge, skills or abilities that help predict successful completion of job duties.

The content of all examinations will be kept confidential prior to the administration of the examination. All applicants who are invited to the examination will be notified of the nature of the examination.

An applicant with a disability may request accommodation in an examination process. Following receipt of a request for accommodation, human resources may require additional information, such as reasonable documentation of the existence of a disability.

Failure in one part of the examination, or the failure to meet established standards described in the job announcement, may be grounds for declaring such applicant as failing in the entire examination or as disqualified for subsequent parts of an examination. Each applicant will be notified by mail whether they will continue in the examination process.

Applicants who meet the minimum qualifications and pass all examinations may be subject to a background and/or reference check.

Eligibility Lists
After completion of an open or promotional examination for a classification, human resources will prepare an eligibility list consisting of the names of candidates who passed the examination. Eligibility lists shall become effective upon the certification by human resources.

A person appearing on an eligible list will be mailed or emailed notice of their placement on the list.

A person placed on an eligibility list shall be removed from the list if they so request in writing or fails to respond to notification of an opening within five days after notification. It is the responsibility of the eligible person to keep human resources informed of their current physical or email address, or phone number.

6.02 Salary at Appointment

Salaries at appointment shall be set within the approved salary range for the classification and in accordance with District policies, and governing-body approvals. Salary placement will be based on objective, job-related factors and will not be determined by an applicant's salary history.

In determining salary at appointment, the District may consider one or more of the following factors, as appropriate to the position and consistent with law and policy:

- The employee's qualifications, education, certifications, and directly related experience
- The difficulty, complexity, and responsibilities of the position
- The District's internal equity considerations and alignment within the classification structure
- Labor market conditions and recruitment considerations
- Budgetary constraints and fiscal impact
- Applicable statutory requirements

Unless otherwise authorized, employees will normally be appointed at the minimum step or rate of the salary range for the classification. Appointment above the minimum may be approved when justified by job-related factors, recruitment needs, or other circumstances deemed appropriate by the District, consistent with this policy.

The District will not request or rely upon an applicant's salary history in determining salary at appointment, except as permitted by law. Salary placement will not be based on non-job-related factors or in a manner that results in unlawful pay disparities.

Salary at appointment must be reviewed and approved by Human Resources and the Executive

Director. Placement above the minimum or outside standard practice may require additional approval by the Executive Director, as required by District policy, or resolution.

Salary determinations at appointment must be documented and supported by job-related justification. Human Resources is responsible for maintaining records related to salary placement decisions in accordance with applicable laws and records-retention requirements.

6.03 Pre-employment Physical

The District may require a pre-employment physical examination after a conditional offer of employment has been made and before the employee begins work. All pre-employment physicals will be conducted in a manner consistent with the Americans with Disabilities Act (ADA), the California Fair Employment and Housing Act (FEHA), and other applicable laws. Medical examinations will be job-related and consistent with business necessity.

<u>Conditional Offer Requirement</u>
A pre-employment physical may only be required after the District has extended a conditional offer of employment. The offer is contingent upon the applicant successfully completing the required pre-employment physical and any other post-offer requirements.

<u>Scope of Examination</u>
The pre-employment physical examination will be limited to assessing the applicant's ability to perform the essential functions of the position, with or without reasonable accommodation. The examination may include job-specific physical abilities testing, medical history review relevant to the position, and other evaluations required by law or regulation for the classification.

<u>Medical Provider and Costs</u>
Pre-employment physicals must be conducted by a medical provider designated or approved by the District. The District will pay for the cost of the required pre-employment physical. Time spent completing a required physical may be compensated as required by law.

<u>Results and Confidentiality</u>
The medical provider will report only the applicant's fitness for duty (e.g., cleared, cleared with restrictions, or not cleared) to the District. Specific medical information or diagnoses will not be disclosed to the District and will be maintained confidentially in accordance with applicable privacy laws. Medical records will be kept separate from personnel files.

<u>Reasonable Accommodation and Interactive Process</u>
If a pre-employment physical identifies limitations, the District will engage in the interactive process to determine whether the applicant can perform the essential functions of the position with a reasonable accommodation, unless doing so would cause undue hardship or pose a direct threat to health or safety.

<u>Failure to Pass or Incomplete Examination</u>
An applicant who fails to complete or pass a required pre-employment physical may have the conditional offer withdrawn. Decisions will be made on a case-by-case basis and in compliance with applicable law. Applicants may be given the opportunity to provide additional information or clarification from the medical provider, as appropriate.

6.04 Nepotism Policy

The District prohibits employment practices that result in favoritism, preferential treatment, or conflicts of interest due to familial or close personal relationships. Employment decisions—including hiring, promotion, supervision, discipline, evaluation, compensation, and termination—must be made objectively and without regard to personal relationships.

Definition of Covered Relationships

For purposes of this policy, “family member” includes, but is not limited to, a spouse, domestic partner, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, in-law, step-relative, or any person residing in the same household. The policy also applies to close personal or romantic relationships when such relationships create, or reasonably appear to create, a conflict of interest or the appearance of favoritism.

Prohibited Conduct

Employees may not directly or indirectly supervise, manage, evaluate, discipline, or influence the employment terms or conditions of a family member or a person with whom they have a close personal or romantic relationship. Employees may not participate in or influence decisions affecting the hiring, promotion, transfer, compensation, discipline, or termination of such individuals.

Employment of Related Individuals

The District does not prohibit the employment of individuals who are related or have a close personal relationship, provided that no conflict of interest exists and one individual does not have direct or indirect authority over the other. When a potential conflict arises, the District may take reasonable steps to eliminate the conflict, which may include reassignment, transfer, or modification of reporting relationships, consistent with operational needs.

Disclosure Requirement

Employees are required to promptly disclose any familial, romantic, or close personal relationship that could reasonably give rise to a conflict of interest or the appearance of favoritism. Disclosure must be made to Human Resources or another designated official.

Corrective Action

If a prohibited relationship or conflict of interest is identified, the District will determine appropriate corrective action to resolve the conflict. Failure to disclose a covered relationship or violation of this policy may result in disciplinary action, up to and including termination, consistent with applicable law, and due-process requirements.

6.05 Fingerprinting & Background Checks

After the District makes a conditional offer of employment, the Executive Director or designee may then request information about criminal convictions, except for misdemeanor marijuana-related convictions that are over two years old, or convictions that have been judicially sealed, eradicated, or expunged. Unless required by law, the District will not deny employment to any applicant solely because they have been convicted of a crime. The District may, however, consider the nature, date and circumstances of the offense, evidence of rehabilitation, as well as whether the offense is relevant to the duties of the position.

6.06 Criminal Conduct

The District expects employees to conduct themselves in a lawful manner both on and off duty. Criminal conduct may adversely affect an employee’s ability to perform their duties, compromise workplace safety, undermine public confidence, or expose the District to legal or operational risk. The District will address criminal conduct in a manner that is fair, job-related, consistent with due process, and compliant with applicable law.

Reporting Criminal Conduct
Employees are required to promptly notify their supervisor or Human Resources if they are arrested for, charged with, or convicted of a criminal offense that may be related to their job duties, the safety of others, or the District's operations. Failure to report required information may result in disciplinary action. Nothing in this policy requires disclosure of arrests or detentions that are not required to be disclosed by law.

Consideration of Criminal History
The District will comply with all applicable laws governing the use of criminal history information, including the Fair Chance Act. Criminal history will be considered only to the extent permitted by law and only when it is job-related and consistent with business necessity. The District will not take adverse action based on information that is prohibited from consideration under law. Certain airport security sensitive roles follow Federal aviation security requirements such that criminal backgrounds may be disqualifying. If employment requires a security credential or similar circumstance, the Federal law or regulations may require a criminal history review notwithstanding the Fair Chance Act (California).

On-Duty Criminal Conduct
Criminal conduct occurring during work hours, on District property, or while performing District business is a serious violation of this policy and may result in disciplinary action, up to and including termination, consistent with applicable law, and due-process requirements.

Off-Duty Criminal Conduct
Off-duty criminal conduct may be subject to review when it has a nexus to the employee's job duties, affects the employee's ability to perform essential functions, poses a risk to workplace or public safety, undermines public trust, or interferes with District operations. Each situation will be evaluated on a case-by-case basis.

Investigation and Administrative Action
When criminal conduct is alleged or known, the District may place an employee on administrative leave or take other non-disciplinary measures while reviewing the matter, consistent with law and District policy. The District may conduct an administrative investigation independent of any criminal proceeding.

Discipline and Due Process
Substantiated violations of this policy may result in disciplinary action, up to and including termination, consistent with applicable law, and due-process requirements. Discipline will be based on the facts, job-relatedness, severity of the conduct, and any mitigating or aggravating circumstances.

Non-Retaliation
The District prohibits retaliation against any employee who reports criminal conduct in good faith or participates in an investigation related to this policy.

6.07 Appointments from Eligibility List

The Executive Director or designee will make all appointments except for those classifications that report to the governing body. The Executive Director or designee has discretion to decide in what manner a vacancy shall be filled. Vacancies may be filled by reinstatement, promotion, transfer, demotion, appointment of temporary/seasonal employees, or from an appropriate eligibility list if available. No specific list shall have priority over other lists. The District's governing board will make appointments for those classifications that report to it.

When a position is to be filled from a promotional or open eligibility list, the Executive Director or designee may choose from the specified list one of the top three candidates on the eligibility list. If no person among the top three candidates indicates a willingness to accept the appointment, the Executive Director or designee make the appointment from among the remaining names on the eligibility list, may request a new examination and establish a new eligibility list, or may fill the position by any other method authorized by these Policies.

Appointment to certain positions may be made contingent upon the applicant/employee passing a drug/alcohol test, and/or a job-related medical and/or psychological examination. Such examination shall only be required after a conditional offer of employment has been made.

The person accepting appointment shall report to the Executive Director or designee on the date designated by the Executive Director or designee**.** Otherwise, the applicant shall be deemed to have declined the appointment.

The probationary period is part of the examination process and is used to determine whether work performance or work-related behavior meets the required standards of the position. A probationary employee may be rejected at any time during the probationary period with or without cause or reason, without notice or appeal or grievance, and without any rights set forth under Policy 1002, Causes for Discipline and Procedures. The probationary employee will be notified prior to the expiration of the probationary period that they have been rejected from probation.

Length of Probation: Unless otherwise specified by policy, the probationary period is **[12]** months of actual and continuous service. The probationary period is automatically extended by the length of any absence of one workweek or more. The probationary period can also be extended by the District at the discretion of the Executive Director or their designee.

6.08 Interim Appointments

The District may utilize Interim Appointments, Acting Appointments, and Working Out of Class (WOC) Assignments to address temporary operational needs. These assignments are distinct and serve different purposes:

<u>Interim Appointment</u>
An Interim Appointment occurs when an employee is temporarily assigned to fill a vacant position pending recruitment, permanent appointment, organizational restructuring, or other management action. The position is generally vacant and the employee assumes responsibility for the position on a temporary basis. An Interim Appointment does not confer permanent status in the position and does not guarantee appointment to the position on a permanent basis.

<u>Acting Appointment</u>
An Acting Appointment occurs when an employee is temporarily assigned to perform the duties of a position whose incumbent remains employed by the District but is unavailable to perform the duties of the position due to leave, temporary assignment, military leave, extended absence, or similar circumstances. Acting Appointments are intended to provide continuity of operations during the incumbent's absence and end upon the incumbent's return or at the District's discretion.

Working Out of Class (WOC) Assignment
A Working Out of Class Assignment occurs when an employee is temporarily assigned to perform substantially all of the duties of a higher-allocated classification for a period exceeding ten (10) consecutive working days. WOC assignments are intended to address temporary operational needs and are subject to the eligibility requirements, compensation provisions, and duration limitations established in Section 6.10. WOC assignments do not constitute promotions and are generally subject to review after one hundred eighty (180) days.

6.09 Acting Appointments

An Acting Appointment occurs when an employee is temporarily assigned to perform the duties of a position whose incumbent remains employed by the District but is unavailable to perform the duties of the position due to leave, temporary assignment, military leave, extended absence, or similar circumstances.

Acting Appointments are intended to ensure continuity of operations during the incumbent's absence and do not constitute a promotion, reclassification, or permanent appointment.

Acting Appointments are temporary in nature and may be ended at any time at the discretion of the District based on operational needs.

Upon conclusion of an Acting Appointment, the employee shall return to their regular classification, position, and duties unless otherwise appointed by the District.

An Acting Appointment does not create a right to permanent appointment, continued assignment, or any employment right beyond those expressly provided by District policy.

Compensation associated with Acting Appointments shall be governed by Section 12.08, Acting Assignment Pay.

6.10 Working Out of Class

Working Out of Class (WOC) assignments may be authorized when an employee is temporarily assigned to perform substantially all of the duties of a higher-allocated classification due to operational need. WOC assignments are temporary in nature and do not constitute a promotion, reclassification, or permanent appointment, nor do they create an entitlement to continued assignment.

Definition of Working Out of Class
An employee is considered to be Working Out of Classification (WOC) when the employee is temporarily assigned to and performs significantly all of the duties of a higher-allocated classification whose salary range is at least five percent (5%) higher than the employee’s regular classification.

Eligibility Criteria
To qualify for a WOC assignment, all of the following conditions must be met:

- The assignment involves performance of significantly all of the duties of a higher-allocated classification;
- The higher classification’s salary range is at least five percent (5%) greater than the employee’s current classification;
- The assignment exceeds ten (10) consecutive working days; and

- The assignment is formally authorized by the District.

Unauthorized assumption of higher-level duties does not create eligibility for WOC status or compensation.

Duration and Review

Working Out of Class assignments are temporary and time-limited. At one hundred eighty (180) days, the assignment shall be reviewed by the District to determine whether continuation is appropriate. The District reserves the right to end a WOC assignment at any time based on operational needs, performance considerations, or organizational changes.

Employment Status and Protections

A Working Out of Class assignment:

- Does not change the employee's official classification; and
- Does not alter the employee's benefits, leave accruals, or seniority, except as required by law.

Employees participating in a WOC assignment shall not receive an unsatisfactory performance evaluation solely as a result of participation in the assignment. Failure to successfully complete a WOC assignment shall not adversely affect the employee's permanent classification, employment status, or standing with the District.

If an employee is removed from a WOC assignment due to performance concerns, the employee shall be returned to their official classification and regular duties and shall not be subject to disciplinary action or an unsatisfactory performance evaluation based solely on performance in the WOC assignment.

WOC assignments are temporary and are not promotions. The District retains the right to:

- Assign, modify, or discontinue WOC assignments;
- Determine when duties constitute "significantly all" of a higher classification; and
- Make final determinations regarding assignment duration and continuation.

6.11 Special Assignment Pay

Special Assignment Pay may be authorized when a District employee is temporarily assigned to perform duties that are significantly beyond the normal scope and responsibilities of their classification and that constitute more than a majority of the employee's assigned work time. Special Assignment Pay is intended to address extraordinary, time-limited circumstances and does not constitute a promotion, reclassification, or permanent change in classification.

Definition of Temporary Special Assignment

A Temporary Special Assignment occurs when an employee is formally directed by the District to perform work that meets all of the following criteria:

- The duties are significantly beyond the normal scope and responsibilities of the employee's classification;
- The assignment arises from departmental staffing changes, organizational restructuring, or operational needs, or involves a defined special project or initiative;
- The assignment is temporary and time-limited in nature; and

- The assignment comprises more than fifty percent (50%) of the employee's assigned work time during the assignment period.
- A special assignment may also occur when an employee is assigned to work a special event on the Airport property or at a District-related function.

Eligibility and Authorization
Eligibility for Special Assignment Pay shall be determined by the District based on operational need and the nature of the assignment. Participation in a Temporary Special Assignment is not voluntary and must be formally directed and approved in advance by the District, in consultation with Human Resources. Unauthorized assumption of additional duties does not create an entitlement to Special Assignment Pay.

Exclusions
Special Assignment Pay is not intended for and will not be authorized for:
- Temporary coverage of routine absences, including vacation, sick leave, or other short-term leave;
- Short-term, incidental, or intermittent additional duties; or
- Situations more appropriately addressed through Working Out of Class appointments, Interim or Acting appointments, or other compensation mechanisms provided by policy.

6.12 Transfer

The District may authorize voluntary or involuntary transfers based on operational needs, employee requests, or other legitimate business reasons. Transfers are not disciplinary unless expressly stated and shall be administered in a fair, consistent, and lawful manner. Nothing in this policy limits the District's management rights or authority to assign work.

Voluntary Transfers
A voluntary transfer occurs when an employee requests to move from one position, department, or work location to another position at the same classification or a comparable classification, with the approval of the District.

Eligibility and Consideration
Employees may request a voluntary transfer when a vacancy exists or when permitted by District policy. Approval of a voluntary transfer is not guaranteed and is subject to operational needs, employee qualifications, performance history, and the District's staffing requirements.

Compensation and Status
Unless otherwise provided by an applicable policy, a voluntary transfer within the same classification does not result in a change to salary, step placement, benefits, or seniority. Transfers to a different classification shall be subject to the District's salary-setting policies.

Selection Process
The District may establish a competitive or non-competitive process for voluntary transfers, consistent with applicable recruitment procedures.

Involuntary Transfers
An involuntary transfer occurs when the District directs an employee to move to a different position, department, or work location without the employee's request, based on operational or organizational needs.

Grounds for Involuntary Transfer
Involuntary transfers may be implemented for reasons including, but not limited to:

- Operational or staffing needs
- Organizational restructuring or reorganization
- Reduction in force, reassignments, or realignment of services
- Medical or safety-related considerations
- Performance or conduct concerns when a transfer is deemed appropriate and non-disciplinary

Notice and Implementation
The District will provide reasonable notice of an involuntary transfer when practicable. Transfers will be implemented in a manner that minimizes disruption while meeting operational needs.

Compensation and Status
Unless otherwise required by law, an involuntary transfer within the same classification does not result in a reduction in base salary, step placement, or benefits. Transfers to a lower or higher classification, if applicable, shall be administered in accordance with the District's compensation and classification policies.

6.13 Promotion

At-Will Status: A promotional probationary employee may be rejected at any time during the promotional probationary period with or without cause or reason, without notice or appeal or grievance, and without any rights described in Policy 1002, Causes for Discipline and Procedures. If the employee fails to satisfactorily complete the probationary period in the promotional position, the employee may return to the position held prior to promotion at the range and step held prior to promotion, if there is a vacancy in the prior position, unless they are terminated for cause.

Length of Probation: On accepting a promotion, an employee serves a new probationary period of 12-months of actual and continuous service. The probationary period is automatically extended by the length of any absence of a week or more.

6.14 Demotion

The District may implement voluntary or involuntary demotions for legitimate business reasons. Demotions will be administered in a fair, consistent, and lawful manner and in accordance with due-process requirements, where applicable. Nothing in this policy limits the District's management rights or authority to assign work or manage operations.

Voluntary Demotions
A voluntary demotion occurs when an employee requests placement into a lower-allocated classification and the request is approved by the District.

Eligibility and Approval
Voluntary demotions may be considered when:

- A vacancy exists or a position is otherwise available;
- The employee meets the minimum qualifications for the lower classification; and
- The demotion is consistent with operational needs.

Approval of a voluntary demotion is not guaranteed and is subject to District discretion.

Compensation and Status
Unless otherwise provided by an applicable policy, an employee voluntarily demoted shall be placed within the salary range of the lower classification in accordance with the District's salary-setting rules. Step placement may be based on prior service, internal equity, or other job-related factors. Benefits, leave accruals, and seniority shall be governed by applicable law.

Effect on Employment
A voluntary demotion does not constitute disciplinary action and does not, by itself, reflect negatively on the employee's performance record.

Involuntary Demotions
An involuntary demotion occurs when the District assigns an employee to a lower-allocated classification without the employee's request. An involuntary demotion may occur for disciplinary or non-disciplinary reasons and does not include an employee's return to a previously held classification following rejection during a promotional probationary.

Grounds for Involuntary Demotion
Involuntary demotions may be implemented for reasons including, but not limited to:

- Performance deficiencies or misconduct when demotion is determined to be an appropriate form of discipline;
- Medical, safety, or fitness-for-duty considerations that prevent the employee from performing the essential functions of the current position, with or without reasonable accommodation;
- Organizational restructuring, reclassification, reduction in force, or elimination of positions; or
- Other legitimate operational or business reasons consistent with applicable law and District policy.

Non-Disciplinary Demotions
An involuntary demotion implemented for medical, organizational, operational, or other non-disciplinary reasons shall not be considered disciplinary action. The District will engage in any required interactive process, provide applicable notices, and comply with all legal requirements before implementing a non-disciplinary demotion.

Promotional Probation
An employee who is rejected during a promotional probationary period may be returned to a classification previously held if the classification is vacant in accordance with District policy.

Due Process
When an involuntary demotion constitutes disciplinary action or affects a vested property interest, the District shall provide applicable due process, including notice of the proposed action, an opportunity to respond, and any appeal rights provided by law, policy, resolution, or applicable agreement.

Compensation and Status
Employees involuntarily demoted shall be placed within the salary range of the lower classification in accordance with District policy, salary resolutions, and applicable agreements. Benefits, leave accruals, seniority, and other employment rights shall be administered consistent with applicable law and District policy.

7.00 PROBATIONARY PERIOD

7.01 Purpose

The purpose of this policy is to establish a probationary period for new and newly appointed employees to evaluate performance, conduct, and suitability for the position. The probationary period provides the District with an opportunity to assess whether an employee meets the standards and expectations of the position and to determine whether regular employment status is appropriate.

This policy applies to all employees appointed to positions subject to probation, whether represented or unrepresented, unless otherwise provided by law, employment agreement, or District resolution.

During the probationary period, the District will evaluate the employee's performance, work habits, conduct, attendance, and overall suitability for the position.

7.02 Period of Probation

The probationary period for eligible positions shall be twelve (12) consecutive months from the employee's date of appointment. The probationary period applies to:

- New hires;
- Promotions;
- Reclassifications; and
- Transfers to positions designated as requiring a probationary period, as applicable.

Time on approved paid or unpaid leave may not count toward completion of the probationary period if the leave significantly interrupts the District's ability to evaluate the employee's performance, as determined by the District.

7.03 Extension of Probation

The District may extend the probationary period when additional time is needed to evaluate performance, or when the probationary period has been interrupted by extended leave or other circumstances. Any extension will be communicated in writing to the employee and will specify the length and reason for the extension.

7.04 Probationary Release

The probationary period is considered an extension of the selection process and provides the District with an opportunity to evaluate an employee's performance, conduct, attendance, work habits, and overall suitability for the position. Successful completion of probation is required before an employee attains regular status in the classification.

Employees serving an initial probationary period or a promotional probationary period do not have a vested property right in continued employment in the probationary position. The District may release an employee from probation at any time during the probationary period for reasons related to performance, conduct, attendance, work habits, or overall suitability for the position, consistent with applicable law.

Initial Probationary Employees
An employee serving an initial probationary period who does not successfully complete probation may be separated from District employment. Such separation shall not be considered disciplinary action and shall not be subject to the disciplinary procedures applicable to employees who have attained regular status, except as otherwise required by law.

Promotional Probationary Employees
An employee serving a promotional probationary period who does not successfully complete probation may be returned to a classification previously held in which the employee had attained regular status, subject to the availability of return rights under District policy. A return to a previously held classification following rejection during promotional probation shall not be considered a demotion or disciplinary action.

Notice of Release
The District will provide written notice of probationary release or rejection during probation. The notice may identify the reasons for the release or rejection and the effective date of the action.

Effect of Successful Completion
Upon successful completion of the required probationary period, the employee shall attain regular status in the classification, subject to District policy and applicable law.

No Property Interest
Nothing in this section shall be construed as creating a property interest in continued employment or continued appointment to a probationary position. The District retains the discretion to release an employee from probation in accordance with applicable law.

8.00 LEARNING & ORGANIZATIONAL DEVELOPMENT

8.01 Purpose

The District is committed to supporting learning and organizational development opportunities that enhance employee knowledge, skills, abilities, leadership capacity, and overall organizational effectiveness. Learning and development initiatives are intended to improve employee performance, strengthen service delivery, support succession planning, promote workplace safety and regulatory compliance, and advance the District's strategic goals.

The District recognizes that a skilled and engaged workforce is essential to effective public service. Learning and organizational development activities are intended to enhance job-related knowledge, skills, and abilities; support succession planning; promote equity, safety, and compliance; and strengthen organizational performance. Participation in training may be mandatory or voluntary, depending on the nature of the training and operational requirements.

8.02 Training

The District may provide or support training, education, conferences, workshops, certifications, professional association activities, coaching, mentoring, cross-training, leadership development programs, and other learning opportunities that are determined to be job-related and beneficial to District operations.

Eligibility for District-supported learning and development opportunities on factors including, but not limited to:

- Job relevance;
- Operational necessity;
- Budget availability;
- Employee performance and development needs;
- Succession planning objectives; and
- Equitable access to training opportunities.

Employees are expected to actively participate in required training programs and apply acquired knowledge and skills to their work responsibilities.

Participation in District-funded or District-sponsored training, conferences, seminars, professional association activities, or educational programs requires advance supervisory approval and may require approval from Human Resources, the Department Head, or the Executive Director, as applicable. Approval is subject to operational requirements, staffing availability, budget considerations, and alignment with District priorities.

The District may establish administrative procedures governing training requests, reimbursement of expenses, travel authorization, conference attendance, certification programs, tuition assistance, professional memberships, and related matters.

Employees may be required to share knowledge, information, or skills obtained through District-funded training with coworkers, departments, or work groups when determined to be beneficial to District operations.

Employees attending approved training activities are expected to comply with all applicable District policies, including travel, expense reimbursement, attendance, conduct, and timekeeping requirements.

Time spent attending required training shall be compensated in accordance with applicable federal and state laws. Compensation for travel time, overtime, meal periods, lodging, and other training-related matters shall be administered in accordance with District policy and applicable law.

Nothing in this policy creates an entitlement to training, conference attendance, professional memberships, educational reimbursement, or any specific learning opportunity. The District reserves the right to approve, deny, modify, limit, or discontinue any learning and development activity based on operational, budgetary, or organizational needs.

8.03 Training & Travel Reimbursement

The District supports employee participation in job-related training, conferences, seminars, and professional development activities that enhance employee skills and support operational needs. Attendance at training and related travel must be approved in advance by the employee's supervisor and is subject to budget availability and applicable District policies.

Reimbursement for training-related expenses, including registration fees, travel, lodging, and meals, will be provided in accordance with the Finance and Accounting Policy Manual, Section 18.03 of this document and Internal Revenue Service (IRS) accountable plan requirements. Only reasonable, necessary, and properly documented expenses incurred for approved District business will be reimbursed, and reimbursements will be made in a manner intended to remain non-taxable to the extent permitted by IRS regulations.

Time spent in required training shall be considered hours worked and compensated in accordance with applicable law. Participation in training does not guarantee promotion, reclassification, or salary advancement. The District reserves the right to modify or discontinue training or reimbursement practices as operational needs or legal requirements change.

9.00 PERFORMANCE EVALUATIONS

9.01 Employee Performance Evaluation

A non-probationary employee's supervisor will prepare and sign a performance evaluation on a District form for each performance evaluation period. Department Head will review and approve all performance evaluations of subordinates in their department. The Executive Director will review and approve all performance evaluations of Department Head or any other employees under their direct supervision. Additional performance evaluations may be prepared at any time it is deemed necessary.

Probationary Performance Evaluation
On or about the completion of three (3) months of a probationary period, and again at any point prior to separation or the successful completion of the probationary period (8-months), the probationary employee's supervisor will prepare and sign a performance evaluation. The purpose of the probationary performance evaluation is to chart the probationer's progress toward meeting the standards of their position.

The supervisor will meet with the employee to discuss the evaluation. The employee shall sign the evaluation to acknowledge its contents and that they have met with their supervisor to discuss the evaluation. The employee's signature shall not mean that they endorse the contents of the evaluation.

An employee does not have the right to appeal or submit a grievance regarding any matter relating to the content of a performance evaluation. Instead, the employee may comment on the evaluation in a written statement which will then be placed with the evaluation in the employee's personnel file. The written statement must be submitted within 10 days after the employee receives the evaluation.

10.00 ATTENDANCE & HOURS WORKED

10.01 Work Schedules

Work schedules are determined at the discretion of the Department Head and are subject to change with or without notice, according to the needs of the department or District. Employees shall be in attendance and at their designated work site during the hours specified by the supervisor.

10.02 Overtime

For purposes of applying the overtime requirements of the FLSA, all Employees who are not considered exempt from FLSA, the Work Week Period begins Sunday at 12:00 am and ends on Saturday at 11:59 pm. Time worked over 40 hours within each work week will be eligible for overtime and must be approved as specified in writing by the Executive Director or their designee.

FLSA Overtime

The District shall fully comply with the provisions of FLSA with respect to all Employees who are not considered exempt from FLSA overtime pay requirements. Employees entitled to overtime pursuant to FLSA may be compensated in the form of pay. Any Regular Employee who believes they are entitled to, but has not received, overtime pursuant to FLSA shall immediately notify their Supervisor. The Employee's Supervisor shall have the authority to approve payment of overtime. In the event the Supervisor does not approve the request for overtime, the Supervisor shall promptly communicate the request to the Department Head who shall notify Human Resources and the Executive Director. The Department Head shall respond to the Employee, in writing, within ten (10) working days and shall promptly take any action necessary to comply with FLSA.

Non FLSA Overtime

Regular Employees may be entitled to overtime without regard to FLSA based upon provisions of the applicable Salary and Benefit Resolution. Any Regular Employee who believes he/she may be entitled to overtime pursuant to the provisions of an Salary and Benefit Resolution shall immediately notify their Supervisor. The Supervisor shall have the authority to approve the request for payment of the overtime. In the event the Supervisor does not approve the request for overtime, the Supervisor shall promptly notify the Department Head who shall immediately notify Human Resources and the Executive Director. The Department Head shall respond to the Employee's request within ten (10) working days and promptly take corrective action.

10.03 Time Recording

All Employees must complete electronic time entries in the District's Employee Self Service (ESS) showing hours worked and leave taken. The Supervisor or Department Head shall approve the time worked through the ESS system which will generate a attendance recording. Where required, the ESS recorded times will be reviewed and audited by the Finance Department. Notice of any correction(s) to the recorded time will be sent to the Employee and the Department Head. Corrections shall be deemed final unless the Employee files an objection with the Executive Director within thirty (30) Days after notice of the correction has been given to the Employee. The determination of the Executive Director shall be final.

10.04 Lunch and Meal Periods

A one (1) hour non-compensated meal period will be provided to all non-exempt and full-time overtime-eligible employees who work at least an eight-hour workday. A 30-minute non-compensated meal period will be provided to all overtime-eligible full-time employees who work more than five (5) hours, but less than eight (8) hours during the workday. Overtime-eligible employees are responsible for taking their meal period at a time designated by their supervisor or manager.

10.05 Rest Period

A 15-minute compensated rest period will be provided for all non-exempt and overtime-eligible employees for each four-hour period of service. The rest period shall be taken at a time designated by the employee's supervisor or manager. Rest periods may not be combined to shorten the workday or to extend the meal period.

An overtime-eligible employee and a non-exempt employee is required to seek advance permission from their supervisor for any foreseeable absence or deviation from regular working, break, or mealtimes.

10.06 Absence

An employee who is unexpectedly unable to report for work as scheduled must notify their immediate supervisor or manager at least two (2) hours prior to no later than the beginning of the employee's scheduled work time or as soon as reasonably possible and report the expected time of arrival or absence. If the immediate supervisor or manager is not available, the employee must notify the Department Head.

10.07 Unauthorized Absences

Arriving late to work or leaving early in connection with scheduled work times, breaks, or meal periods is prohibited, absent authorization. An overtime-eligible employee or non-exempt employee who fails to timely notify the supervisor of any absences as required by this policy, or who is not present and ready to work during all scheduled work times will be deemed to have an unauthorized tardy or absence and will not receive compensation for the period of absence.

10.08 Excessive Tardiness & Absenteeism

Excessive tardiness occurs when an employee who, without authorization, is late to work or late to return from breaks more than three times during any 30-day period. Excessive absenteeism occurs when the number of unapproved absences for reasons that are not permitted by federal or state law, exceeds three (3) days in any three (3) month period. Excessive tardiness or absenteeism may be grounds for discipline, up to and including termination.

Abuse of leave is a claim of entitlement to leave when the employee does not meet the necessary eligibility criteria, and may be grounds for discipline, up to and including termination. Should the District suspect that there is an abuse of leave by an employee, the District may require that the employee submit medical certification and/or other supporting documentation to justify absences.

10.09 Job Abandonment

An employee is deemed to have resigned from their position if they are absent for five (5) consecutive scheduled work days/shifts without prior authorization and without notification during the period of the absence. The employee will be given written notice, at their address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for the employee's unauthorized absence. An employee who promptly responds to the agency's written notice, within the timeframe set forth in the written notice, can arrange for an appointment with the Executive Director before final action is taken, to explain the unauthorized absence and failure of notification. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee separated for job abandonment has the right to a post-separation appeal.

11.00 BENEFITS

11.01 Benefits Policy

The District provides a comprehensive health and welfare benefits system for full-time benefit eligible employees and their dependents, including registered domestic partners. Benefit options, eligibility, and cost are described in the Your Benefits Guide, which is available on the District's website.

The District offers a variety of health plan options based on individual needs, including:

a. Medical Insurance
b. Dental Insurance
c. Vision Insurance
d. Basic Life Insurance
e. Long-term Disability Insurance
f. Flexible Spending Account
g. Dependent Care Spending Account

The guide outlines and compares the health plan options, cost and enrollment requirements.

Employees have 60 days from their date of hire to elect healthcare benefits. Employees who do not enroll or elect to decline coverage within 60 days of date of hire, will not be able to make changes until the District's open enrollment period or if a qualified change in status as defined by Internal Revenue Code 125 (IRC125).

Employees are eligible to commence coverage beginning the first of the month immediately following their date of hire.

11.02 Health & Welfare

The District provides a comprehensive health and welfare benefits system for regular (non-hourly) District employees and their dependents, including registered domestic partners. District-paid benefit amounts may include:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- Long-term Disability Insurance

The details of insurance coverage are explained during District Employee Orientation and in materials available from the Administrative Services Department. New employees must register for insurance benefits no later than 31 days after their hire date. Benefits are effective the first of the month following employment. Every year, during the fall Open Enrollment, employees may make new health insurance selections for the upcoming calendar year.

11.03 Employee Assistance Program

The District endeavors to provided coverage for all benefit eligible employees under the Employee Assistance Program (EAP). The purpose of this program is to provide limited confidential counseling services to help employees and their dependents deal with various on- and off- work issues. This program provides free confidential sessions with a trained/licensed counselor.

11.04 Retirement

The District offers a defined benefit plan through the California Public Employees' Retirement System (CalPERS). CalPERS is a defined benefit plan funded by employee contributions, employer contributions, and earnings made on CalPERS investments. Employees contribute a percentage of their salary, which accrues interest under their individual CalPERS account.

There are three types of retirement benefits elections: service retirement, disability retirement, or industrial disability retirement. Upon employment as a regular employee, you become a member of CalPERS.

Regular employees and hourly employees who work 1,000 hours or more in a fiscal year are enrolled in the California Public Employees Retirement System (PERS). Vesting in the PERS retirement plan requires five years of service in a PERS agency to retire. The employee must be at least fifty (50) years of age unless retirement is for disability.

The District participates in two benefit categories. The Miscellaneous Classic formula is 2% at 55 and is available to employees who have been members of CalPERS (or a reciprocal retirement system) prior to January 1, 2013 and have not had a break in service for more than 6 months. Employees covered under this formula must contribute 7% of their regular pay. The second formula, 2% at 62, started on January 1, 2013 as part of the Public Employees Pension Reform Act (PEPRA). Employees that are not covered under the Classic formula are covered under PEPRA. Employee contributions fluctuate based on the funding of the plan.

To view the current employee contribution rates visit the CalPERS website:
https://www.calpers.ca.gov/page/employers/policies-and-procedures/pension-reformimpacts/public-agency-pepra-member-contributions

Eligible employees are required to participate in the CalPERS retirement system. In the event that a retired annuitant is hired by the District, they may not exceed 960 hours of work within a fiscal year (July 1-June 30).

CalPERS provides for retirement benefits and disability protection when a member meets the plan requirements. Employer contributions are not refundable under any circumstance. Employees are vested with a minimum of five years of service under the plan.

If a member terminates service without retiring, accumulated contributions, with earned interest, are refundable upon request through CalPERS. Annual benefit statements are provided by CalPERS to participating members. Employees may request an estimate of benefits from the retirement system at any time to obtain an approximate projected retirement benefit figure.

Enrollment and benefits forms are available through the District and CalPERS. It is the employee's individual responsibility to keep information on file up to date related to their retirement account as to name, address and beneficiary(s). An employee can create an online account with CalPERS for self-management:
https://my.calpers.ca.gov/web/ept/public/systemaccess/registration/viewSecurityAgreement.html

Employees who plan to retire from the system are encouraged to contact CalPERS at least 90 days in advance of the anticipated retirement date to secure an estimate of benefits information and to finalize the retirement date. This action should also be coordinated with Human Resources.

11.05 Retiree Health

The District contributes toward medical plans for retirees. The contributions vary according to the date the employee was hired, whether the employee has dependents, and whether the retiree is eligible for Medicare. Details are provided in the Resolutions. District employees are required to participate in Medicare, and Social Security. To determine how this might affect your eligibility for Social Security benefits, contact the local Social Security office.

11.06 Deferred Compensation

The District offers a supplemental retirement plan which allows eligible employees the opportunity to contribute towards tax-defer savings up to the statutory limit each year. The 457 plan is administered under the rules and regulations set forth in the Internal Revenue Code Section 457. Contributions to deferred compensation are employee contributions. All contributions to deferred compensation are not subject to income taxation.

11.07 Holidays

Regular and probationary full-time employees shall be entitled to take the following authorized holidays at full pay:

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve
Christmas Day
New Year’s Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Juneteenth Independence Day

Holidays on Saturday or Sunday When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the previous Friday shall be observed.

<u>Holiday-In-Lieu-Pay</u>

The District recognizes that certain operational functions require staffing on holidays or schedules that do not align with standard Monday through Friday work schedules. To provide equitable holiday compensation and benefits, eligible shift personnel may receive Holiday-In-Lieu Pay.

Eligible shift personnel who are regularly scheduled to work on a recognized District holiday, or whose work schedule does not permit practical observance of the holiday, may receive Holiday-In-Lieu compensation or leave in lieu of receiving the holiday off.

The District may administer Holiday-In-Lieu benefits in one or more of the following forms:

• Additional straight-time pay;
• Holiday premium pay;
• Floating holiday leave bank;
• Holiday-In-Lieu accrual hours; or
• Other approved compensation methods consistent with applicable law and labor agreements.

Employees required to work on a District holiday due to operational necessity may receive compensation consistent with applicable Fair Labor Standards Act (FLSA) requirements, District compensation plans, and applicable labor agreements.

Nothing in this policy guarantees employees time off on the actual holiday date.

11.08 Paid Time Off Benefits

The District provides eligible employees with paid time off benefits, including vacation leave, sick leave, and other authorized paid time off benefits, in accordance with applicable District policies and Board-approved resolutions. Employees should refer to Section 13 Leaves, for details regarding eligibility, accruals, usage, and administration of paid time off benefits.

11.09 Parking

District parking facilities are provided primarily to support District operations and public access. Use of District parking is a privilege, not a guaranteed benefit, and is subject to availability, operational needs, and compliance with this policy.

Parking spaces may be designated for specific purposes, including but not limited to:

- Employee parking
- Visitor or public parking
- Accessible parking
- Reserved or assigned parking
- District vehicle parking

Employees must park only in areas designated for employee use and comply with posted signage and parking restrictions.

The District may assign or reserve parking spaces based on operational needs, job requirements, accessibility accommodations, or other legitimate business reasons. Assigned parking may be modified or revoked at any time based on District needs.

Employees may not:

- Park in restricted, fire, or accessible spaces without proper authorization
- Use District parking spaces for non-District business or long-term storage of personal vehicles without advance approval
- Park vehicles in a manner that obstructs traffic, access, or emergency routes

Failure to comply with this policy or posted parking regulations may result in corrective action, including warnings, revocation of parking privileges, citation, or towing at the vehicle owner's expense, consistent with applicable law.

The District is not responsible for loss, theft, or damage to vehicles or personal property parked in District facilities, except as required by law.

11.10 Education Reimbursement

The District may provide reimbursement for approved educational courses, degree programs, certificate programs, professional certifications, licensure programs, and continuing education opportunities that are directly related to an employee’s current position, career development within the District, succession planning objectives, or identified organizational needs.

Participation in the Education Reimbursement Program is voluntary, discretionary, and subject to prior approval. Approval is based on factors including job relevance, operational needs, budget availability, employee performance, and the anticipated benefit to the District.

Eligible educational activities may include, but are not limited to:

- Accredited college or university courses;
- Degree or certificate programs;
- Job-related professional certifications or licensure programs;
- Continuing education units (CEUs) required to maintain professional credentials; and
- Other educational programs approved by the District.

Educational programs must be relevant to District operations and reasonably expected to enhance the employee’s knowledge, skills, abilities, or effectiveness in performing assigned duties.

The Education Reimbursement Program is not intended to cover:

- Courses unrelated to the employee’s position or career path within the District;
- Fees, penalties, interest charges, or late fees;
- Travel, lodging, meals, or other incidental expenses unless separately authorized;
- Educational programs undertaken solely to meet minimum qualifications for initial employment; or
- Expenses not approved in advance by the District.

Employees seeking reimbursement must submit a written request for approval before enrolling in the course or program. Requests should include a description of the course or program, its relevance to the employee’s position or career development, anticipated enrollment dates, and estimated costs.

To qualify for reimbursement, employees must successfully complete the approved course or program and provide documentation satisfactory to the District, which may include transcripts, certificates of completion, proof of attendance, receipts, or other supporting documentation. Unless otherwise approved by the Executive Director, successful completion generally requires a passing grade of "C" or higher, or a passing designation for programs that are not graded.

The District may reimburse approved tuition, enrollment fees, required books, required instructional materials, certification examination fees, and other eligible educational expenses as determined by the District.

Unless otherwise authorized by the Executive Director, the maximum reimbursement available to an employee shall not exceed Five Thousand Two Hundred Fifty Dollars ($5,250) per fiscal year for approved expenses incurred during that fiscal year.

Normally, an employee must be employed by the Airport when the course is completed in order to qualify for reimbursement. If an employee leaves the Airport within one year of reimbursement, the allowance will be prorated based on number of months employed during that year and collected from the employee by deducting from their last paycheck upon separation.

Participation in this program does not guarantee continued employment, promotion, transfer, salary advancement, educational leave, or any other employment benefit.

Certifications and Licenses

When a certification, license, or professional credential is required as a condition of employment or continued assignment, the District may reimburse approved renewal costs, continuing education requirements, and related fees necessary to maintain the credential, subject to budget availability and prior approval.

The District may also reimburse renewal costs associated with required commercial driver licenses, professional licenses, or other job-related credentials as authorized by the Executive Director or designee.

12.00 EMPLOYEE COMPENSATION

12.01 Compensation Plan

The District is committed to maintaining a compensation program that supports the recruitment, retention, and development of a highly qualified workforce capable of delivering exceptional public service. The District's compensation plan is designed to promote internal equity, external competitiveness, fiscal responsibility, operational sustainability, and performance accountability while aligning compensation practices with the District's strategic goals and operational needs.

Compensation Philosophy
The District's compensation program is founded upon the following guiding principles:

- Maintain a competitive compensation structure that supports the attraction and retention of qualified employees;
- Ensure compensation practices are equitable, transparent, and consistently administered;
- Align compensation with labor market conditions and public sector best practices;
- Recognize employee performance, professional growth, and increased responsibility;
- Support long-term fiscal sustainability and responsible stewardship of public resources; and
- Maintain compensation systems that are legally compliant and operationally sustainable.

Market Comparison Methodology
The District utilizes a market-based compensation approach focused primarily on base wage competitiveness rather than total compensation comparisons. Salary competitiveness is evaluated using public sector comparator agencies with similar operational characteristics, service delivery models, organizational complexity, and workforce requirements.

For purposes of compensation analysis, the District has identified the following comparator agencies:

- Santa Maria Public Airport District
- Santa Barbara Airport

- San Luis Obispo County Regional Airport
- Napa County Airport
- Sonoma County Airport
- Stockton Metropolitan Airport
- Fresno-Yosemite Airport
- Truckee-Tahoe Airport District
- March Inland Port Airport Authority

The District's market competitiveness analysis primarily evaluates base wage compensation, top-step to top-step salary comparisons, classification duties and organizational scope, labor market conditions, recruitment and retention trends, and operational and geographic factors that impact compensation competitiveness.

The District distinguishes between base wage compensation, which consists of salary or hourly wages, and total compensation, which may include retirement contributions, insurance benefits, leave accruals, premium pays, and other forms of compensation. For purposes of evaluating market competitiveness and salary alignment, the District's compensation philosophy prioritizes comparison of base wage compensation rather than total compensation.

Comparable Classification Requirement

Market comparisons should include a minimum of three (3) reasonably comparable benchmark classifications from identified comparator agencies before compensation conclusions or recommendations are established.

Classifications may be considered below market when the top step of the District's salary range is more than seven percent (7%) below the arithmetic mean of comparable benchmark classifications identified within the approved comparator group.

The District may also evaluate classifications that exceed market levels, compression concerns, recruitment difficulties, retention concerns, internal alignment issues, and organizational operational needs when considering compensation adjustments.

Salary Range Structure

The District shall maintain salary schedules utilizing a structured differential model intended to support:

- Logical classification progression;
- Internal equity;
- Promotional incentives;
- Appropriate supervisory and technical differentials;
- Career development opportunities; and
- Long-term compensation sustainability.

Salary range spreads and step differentials should be periodically reviewed to ensure alignment with compensation best practices and organizational needs.

Salary Upon Appointment

Newly appointed employees shall generally be placed at the first step of the salary range for the applicable classification unless otherwise authorized by the District. Placement above the first step may be approved based upon exceptional qualifications, recruitment difficulty, internal equity considerations, relevant experience, certifications, specialized skills, labor market conditions, or other operational and business needs. Any advanced step placement shall be subject to approval consistent with District administrative procedures.

Periodic Salary Increases
Employees may be eligible for periodic salary step increases upon completion of the required waiting period and satisfactory job performance. Periodic salary increases are not automatic and are contingent upon successful performance, demonstrated competency, compliance with District standards and expectations, completion of required evaluation periods, and supervisory and departmental recommendation and approval. Unless otherwise provided by applicable labor agreement or District policy, anniversary-based salary increases shall generally occur following completion of the designated waiting period measured from the employee's appointment date or most recent salary advancement date.

Merit-Based Compensation
The District supports a merit-based compensation philosophy that recognizes employee performance, accountability, initiative, professionalism, and contributions to organizational goals and public service. Performance evaluations may be considered when determining eligibility for salary step advancement, promotional compensation, incentive opportunities, special assignments, and other compensation-related decisions.

Promotional Salary Adjustments
Employees promoted to a classification with greater responsibility shall generally receive a minimum salary increase of five percent (5%) above the employee's current base salary unless placement at the minimum step of the new salary range results in a greater increase. The District reserves discretion to approve greater promotional salary adjustments based upon internal equity, salary compression, market conditions, scope of responsibility, recruitment and retention considerations, and budgetary or operational factors.

Cost of Living Adjustments
The District may periodically evaluate cost of living adjustments (COLAs) to maintain compensation competitiveness and employee purchasing power. In evaluating potential COLAs, the District may consider regional cost of living indices, Consumer Price Index (CPI) data, labor market trends, compensation survey data, economic conditions, financial forecasts, and District operational and budgetary considerations. Cost of living adjustments are not guaranteed and remain subject to District approval, financial sustainability considerations, and applicable labor agreements.

Financial Sustainability
The District is committed to balancing competitive compensation practices with long-term financial sustainability and responsible stewardship of public resources. Compensation decisions shall consider District financial resources, budgetary constraints, revenue stability, operational priorities, workforce planning needs, long-term liabilities, and overall organizational sustainability. Nothing in this policy creates a contractual right or guarantee of compensation adjustments, salary increases, COLAs, or specific compensation outcomes.

12.02 Payroll

The purpose of this Payroll Policy is to explain the District's payroll schedule, pay practices, timesheet requirements, deductions, direct deposit, and procedures for resolving payroll errors. This policy is intended to ensure employees are paid accurately and in compliance with applicable federal and California law.

Pay Period and Pay Schedule

The District operates on a semi-monthly payroll schedule, consisting of 24 pay periods per year.

Each pay period covers one half of the month, beginning on First day of each month at 12:00 a.m. and ending on the fifteenth of each month at 11:59 p.m. for this first period and beginning on the sixteenth of each month at 12:00 a.m. and ending on the last day of each month at 11:59 p.m.

Employees are paid semi-monthly (5th and 20th of each month) following the end of the pay period.

If a regularly scheduled payday falls on a District-observed holiday, employees will be paid on the last business day preceding the holiday.

Employees should refer to the District's Payroll Calendar for exact pay period end dates and pay dates.

Timekeeping and Time Recording

All non-exempt employees, as required by the District, must accurately record all hours worked and all leave taken during each pay period.

- Employees must complete and record their time in and time out every day that they work.
- ESS recorded time must be approved and signed by the employee's supervisor before submission to Payroll.
- Employees are responsible for ensuring that their time records are complete, accurate, and submitted on time.

All exempt employees must accurately record all leave taken during each pay period.

Falsification, misrepresentation, or alteration of time records is a serious violation of District policy and may result in disciplinary action, up to and including termination.

Mandatory and Voluntary Payroll Deductions

Mandatory Deductions

Certain deductions are required by law or policy and will be automatically withheld from an employee's paycheck, including but not limited to:

- Federal income tax withholding;
- State income tax withholding;
- Medicare tax contributions;
- Social Security tax contributions, when applicable;
- State Disability Insurance (SDI) or other state-mandated payroll deductions, when applicable;
- Required employee retirement contributions, including contributions to the California Public Employees' Retirement System (CalPERS) or other retirement plans authorized by law; and
- Court-ordered wage garnishments, levies, child support, or other legally required deductions, if applicable.

Voluntary Deductions

Voluntary deductions may be taken from an employee's paycheck when properly authorized by the employee, such as:

- Health, dental, or vision insurance premiums
- Deferred compensation or other voluntary benefit programs

Employees may review and update voluntary deductions in accordance with District procedures and benefit plan rules.

Direct Deposit
The District provides the opportunity for employees to enroll in direct deposit. Employees may select the financial institution and account into which wages are deposited. Reasonable alternatives may be approved by the Finance Department when necessary.

Under direct deposit, the District electronically deposits the net amount of an employee's paycheck directly into the employee's designated financial institution, eliminating the need for a paper check.

Employees who receive direct deposit can opt in to receive a paper pay stub or can opt out and view the electronic pay stub through ADP for each pay period that itemizes:

- Gross wages
- Hours worked and leave balances (as applicable)
- All deductions
- Net pay

Holidays and Payday Adjustments
If a scheduled payday falls on a District-observed holiday, paychecks will be issued on the preceding business day.

Payroll Errors and Corrections
Every effort is made to ensure payroll is processed accurately; however, errors may occasionally occur.

Employees are encouraged to review their pay stub each payday to verify accuracy. If an employee believes there is an error in their pay, they must promptly notify either:

- Their supervisor, or
- The Finance Department

The District will investigate reported payroll discrepancies and make corrections as soon as practicable in accordance with applicable laws and policies.

The Finance Department is responsible for administering this policy and may issue procedures or guidance to ensure consistent application. The District reserves the right to modify this policy as needed to comply with legal requirements or operational needs.

12.03 Salary Schedules

Classification Specifications and salary ranges are established by separate Resolutions adopted each year by the District's governing board. Employee salaries consist of monthly compensation ranges that include seven (7) steps or rates of pay (Steps 1-7). Employees shall be paid in accordance with the Compensation Plan and in no case shall any employee receive base compensation that exceeds the maximum of the established salary range.

12.04 Salary Adjustments

Salary adjustments shall be considered as set forth below, but shall depend upon the increased service value of an employee to the District as exemplified by recommendations of their supervisor and/or Department Head based on considerations such as performance, record, special training, and other pertinent evidence or data. Advancement is defined as a salary increase within the limits of a pay range established for a position. All step increases earned are based on satisfactory job performance and are not automatic increases based on the length of service.

Employees will be eligible for a step advancement on their anniversary date each year until reaching the seventh (7) step. A break in an employee's continuous service shall cause an associated adjustment in their anniversary date.

Performance-Based Accelerated Step Advancement
The District may authorize a performance-based accelerated step advancement for employees who demonstrate sustained exceptional performance and make significant contributions that exceed the normal expectations of their position.

Eligibility for accelerated advancement shall be determined through the District's performance evaluation process and may consider factors including:

- Achievement of pre-approved performance goals or special projects;
- Demonstrated leadership, innovation, or process improvement;
- Significant contributions to operational efficiency, customer service, safety, or organizational effectiveness;
- Acquisition and successful application of specialized skills, certifications, or knowledge that benefit the District; and
- Overall performance evaluations reflecting performance substantially above established standards.

To be considered for accelerated advancement, performance goals should be documented in advance and, where appropriate, developed using the SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound) goal-setting methodology.

Any recommendation for accelerated advancement must be supported by written documentation and approved by the Department Head, Human Resources, and the Executive Director.

Accelerated advancement is discretionary and is not guaranteed. Employees do not have an entitlement to accelerated advancement based solely on the completion of goals, training, special assignments, certifications, or performance projects.

Unless otherwise approved by the Executive Director, an employee may not receive more than one accelerated step advancement during any twenty-four (24) month period.

Under no circumstances shall an accelerated advancement result in advancement of more than one salary step beyond the employee's otherwise eligible step placement.

12.05 On-Call

The District may designate certain non-exempt Maintenance classifications as eligible for on-call assignments when operational needs require employees to be available to respond to emergencies, service interruptions, public safety concerns, facility issues, or other urgent matters outside of regularly scheduled work hours.

Employees assigned to on-call status are expected to remain fit for duty, accessible by telephone or other designated communication methods, and capable of reporting to work within one (1) hour of notification unless otherwise directed by the District.

Employees assigned to an approved on-call assignment shall receive a flat-rate on-call stipend of two hundred dollars ($200) for each seven (7) consecutive day on-call assignment. In addition, employees shall receive fifty dollars ($50) for each District-recognized holiday occurring during the assigned on-call period.

On-call pay compensates employees for availability only and is not considered hours worked for purposes of overtime, unless the restrictions imposed by the District are such that the time must be treated as compensable under applicable federal or state law.

The District reserves the right to establish administrative procedures governing the assignment, rotation, scheduling, and administration of on-call assignments.

Nothing in this policy alters an employee's exempt or non-exempt status under the Fair Labor Standards Act (FLSA) or applicable California law.

12.06 Call Back Pay

Call-back pay applies when a non-exempt employee is directed by the District to perform work outside of their regularly scheduled work hours, whether or not the employee is assigned to on-call status.

Employees who are required to report to a District worksite outside their regularly scheduled work hours shall be compensated at the applicable overtime rate for actual hours worked, but in no event shall receive less than two (2) hours of compensation for each call-back occurrence.

If an employee is required to perform work remotely, including by telephone, computer, or other electronic means, the employee shall be compensated for all time worked in accordance with applicable wage and hour laws.

Time worked during a call-back assignment shall be recorded and counted as hours worked for purposes of calculating overtime in accordance with applicable federal and state law.

Nothing in this policy alters an employee's exempt or non-exempt status under the Fair Labor Standards Act (FLSA) or applicable California law.

Call-back time begins when the employee starts performing work, whether remotely or in person.

<u>Overtime</u>

- Time worked during a call-back counts as hours worked and is included in overtime calculations in accordance with FLSA, and California law.
- Non-exempt employees may be eligible for overtime pay if applicable thresholds are met.

Reporting Time
All call-back work performed while on-call must be accurately recorded on the employee's ESS portal, including start and end times and the nature of the work performed.

Falsification or failure to accurately report time worked is a violation of District policy and may result in disciplinary action.
This policy applies to eligible non-exempt employees who are directed by the District to return to work or perform work outside of their regularly scheduled hours. Call-back pay applies regardless of whether the employee was on an on-call assignment at the time of the call-back.

This policy does not alter an employee's exempt or non-exempt status under the Fair Labor Standards Act (FLSA).

12.07 Working Out of Class

The purpose of this policy is to establish the conditions under which a District employee may be temporarily assigned to perform the duties of a higher-allocated classification and to define the compensation, duration, and employment protections applicable to such assignments.

Employees who are temporarily assigned to perform substantially all of the duties of a higher-allocated classification. Working Out of Classification (WOC) assignments are based on operational need and are not intended to create a permanent appointment or entitlement.

An employee is considered to be Working Out of Classification (WOC) when the employee is temporarily assigned to and performs significantly all of the duties of a higher-allocated position in a classification whose salary range is at least five percent (5%) higher than the employee's regular classification.

To qualify for WOC assignment, all of the following conditions must be met:

- The assignment involves performance of significantly all of the duties of a higher-allocated classification;
- The higher classification's salary range is at least five percent (5%) greater than the employee's current classification;
- The assignment exceeds ten (10) consecutive working days; and
- The assignment is authorized by the District.

Employees working out of classification shall be compensated at the step in the higher classification that provides the assigned employee with an increase of at least five percent (5%) above the employee's current salary.

If application of the five percent (5%) increase does not result in placement at least the first step of the higher salary range, the employee shall be placed at the first step of the higher classification.

WOC compensation shall begin on the first day of the pay period following the assignment to the duties of the higher classification.

If the assignment begins on the first Monday of a pay period, the additional compensation shall be effective as of the beginning of that pay period.

A Working Out of Classification assignment:

- Does not change the employee's official classification; and
- Does not alter the employee's benefits, leave accruals, or seniority, except as required by law.

At one hundred eighty (180) days, the Working Out of Classification assignment shall be reviewed by the District to determine whether continuation of the assignment is appropriate.

The District reserves the right to end a WOC assignment at any time based on operational needs or performance considerations.

Employees participating in a WOC assignment shall not receive an unsatisfactory performance evaluation solely as a result of their participation in the assignment, nor shall they be adversely impacted in their official job classification or duties for failing to successfully complete the assignment. If an employee is removed from a WOC assignment due to performance concerns, the employee shall be returned to their official job classification and regular duties and shall not be subject to disciplinary action or an unsatisfactory performance evaluation based solely on performance in the WOC assignment. Failure to successfully complete a WOC assignment shall not affect the employee's permanent classification, employment status, or standing with the District.

WOC assignments are temporary in nature and are not promotions. The District retains the right to:

- Assign, modify, or discontinue WOC assignments;
- Determine when duties constitute "significantly all" of a higher classification; and
- Make final determinations regarding assignment duration and continuation.

12.08 Acting Assignment Pay

Employees assigned to an Acting Appointment pursuant to Section 6.09 may be eligible for compensation adjustments as authorized by the District.

Employees serving in an acting capacity shall not be eligible for step advancement in either their permanent classification or the acting classification during the duration of the acting appointment. When an employee is permanently appointed to a position in which the employee served in an acting capacity without a break in service, the employee shall receive a minimum five percent (5%) increase in salary over the salary received in the classification held immediately prior to the acting appointment, in accordance with applicable salary resolutions.

For purposes of calculating the five percent (5%) increase, the salary used shall include any step advancements the employee would have received in the classification held prior to the acting appointment had the employee not served in the acting role.

An employee who has served in an acting capacity for four (4) pay periods or more and is subsequently appointed without a break in service to the same classification on a permanent basis may have their step advancement eligibility date adjusted upon approval of the Executive Director.

Compensation and salary administration associated with Acting Appointments remain subject to District salary resolutions and applicable employment agreements.

12.09 Special Assignment Pay

It is in the interest of the District to recognize and compensate employees who are assigned to perform temporary special assignments in response to organizational needs. This policy provides a framework for compensating employees who are directed to perform duties that are significantly beyond the scope of their regular classification due to changes in staffing, organizational structure, or assignment to a special project.

District employees who are temporarily assigned to perform special assignments that are significantly beyond the scope of their regular classification and that constitute more than a majority of the employee's work time. Temporary Special Assignment Pay is intended to address extraordinary, time-limited circumstances and does not constitute a permanent reclassification or promotion.

A Temporary Special Assignment occurs when an employee is directed by the District to perform work that:

- Is significantly beyond the normal scope and responsibilities of the employee's classification;
- Arises from departmental changes in staffing levels, organizational structure, or operational needs; or
- Involves a defined special project or initiative; and
- Comprises more than fifty percent (50%) of the employee's assigned work time during the assignment period.

Eligibility for Temporary Special Assignment Pay shall be determined by the District based on operational need and the nature of the assignment. Participation is not voluntary and must be formally directed and approved by the District.

Temporary Special Assignment Pay is not intended for:

- Temporary coverage of routine absences;
- Short-term or incidental additional duties; or
- Situations appropriately addressed through Working Out of Classification or Acting Appointments.

The amount, duration, and structure of Temporary Special Assignment Pay shall be determined on a case-by-case basis and may be provided as a temporary stipend, differential, or other form of compensation authorized by the District.

Temporary Special Assignment Pay is time-limited and subject to periodic review. The District reserves the right to modify or discontinue the assignment or associated compensation at any time based on operational needs, funding, or completion of the assignment.

Participation in a Temporary Special Assignment:

- Does not change the employee's official classification or benefits;
- Does not establish a right to permanent assignment, reclassification, or promotion; and
- Does not alter the employee's step advancement eligibility unless otherwise provided by law.

The District retains full discretion to determine when Temporary Special Assignment Pay is appropriate and to establish, modify, or terminate assignments and compensation consistent with operational needs and applicable law.

In the event of a conflict between this policy and an applicable employment agreement, or salary resolution, the agreement shall prevail.

12.10 Working Out of Class

Working Out of Class (WOC) assignments may be authorized when an employee is temporarily assigned to perform substantially all of the duties of a higher-allocated classification due to operational need.

A WOC assignment does not constitute a promotion, reclassification, or permanent appointment and does not create an entitlement to continued assignment.

To qualify for a WOC assignment:

- The employee must perform substantially all duties of a higher-allocated classification;
- The assignment must exceed ten (10) consecutive working days; and
- The assignment must be formally authorized by the District.

WOC assignments are temporary and subject to review after one hundred eighty (180) days.

Employees assigned to a WOC assignment shall retain their official classification, benefits, leave accruals, and seniority unless otherwise required by law.

At the conclusion of the assignment, the employee shall return to their regular duties and classification.

Compensation associated with WOC assignments shall be governed by Section 12.07, Working Out of Class Compensation.

13.00 LEAVES

13.01 Vacation

The vacation leave policy is to establish uniform standards for the accrual, use, and administration of vacation and annual leave for eligible District employees, consistent with applicable resolutions, and District policies.

Eligible full-time and permanent part-time employees, with the exception of temporary/seasonal/extra help employees, earn vacation leave while in paid status until they reach the applicable vacation accrual cap. Employees accrue vacation time according to their full or part-time status and the number of consecutive years the employee has worked for the District as follows:

Full-Time Employee Accrual Rate:

Consecutive Full Time Years of Service	Full Time Received Per Pay Period of Paid Status	Full Time Received per Year of Paid Status
Less than 5 years	3.33 Hours	10 Days
After 5 - 10 years	5 Hours	15 Days

After 10 or more years	6.66 Hours	20 Days

Vacation leave begins accruing upon employment but may only be used after it has been earned and credited to the employee's leave balance.

Maximum Accrual

Employees may accumulate vacation leave up to a maximum of two hundred forty (240) hours unless a different accrual cap is established by employment agreement, Board resolution, or applicable policy.

Once an employee reaches the applicable maximum accrual limit, additional vacation leave shall cease to accrue until the employee's accrued balance falls below the maximum accumulation limit.

Use of Vacation Leave

Vacation leave is intended to provide employees with paid time away from work for rest, relaxation, and personal pursuits. Employees are encouraged to utilize vacation leave on a regular basis.

Vacation leave shall be scheduled and approved in advance by the employee's supervisor and will be granted whenever operational needs permit. In evaluating vacation requests, the District may consider staffing levels, operational requirements, public service obligations, employee safety, and other business needs.

The District reserves the right to deny, modify, postpone, or cancel approved vacation leave when necessary to address operational emergencies or other significant business needs.

Vacation leave may not be used before it has been accrued except as specifically authorized by the Executive Director.

If a District-recognized holiday occurs during an employee's approved vacation leave, the holiday shall not be charged against the employee's vacation balance.

Vacation Cash-Out

Employees who have reached the maximum vacation accrual limit may request to cash out accrued vacation leave in accordance with District procedures and subject to applicable payroll and tax requirements.

The Executive Director may establish administrative procedures governing vacation cash-out requests, eligibility requirements, and annual limitations.

Separation from Employment

Upon separation from District employment, employees shall be compensated for all earned and unused vacation leave in accordance with applicable law and District policy.

Vacation leave may not be used to extend an employee's separation date unless specifically approved by the Executive Director.

Rehire

Unless otherwise provided by law, Board action, or written agreement, employees who are rehired by the District shall begin accruing vacation leave based on their new date of hire and shall not receive credit for prior District service for purposes of vacation accrual.

13.02 Sick

The purpose of this policy is to provide eligible employees with paid sick leave for their own illness, injury, medical care, preventive care, or other purposes authorized by applicable law.

Eligibility and Accrual

Regular Full-Time Employees

Regular full-time employees shall accrue sick leave at the rate established by Board resolution, salary schedule, employment agreement, or other applicable District policy. Unless otherwise provided, regular full-time employees shall accrue sick leave at the same rate as vacation leave accrual.

Unused sick leave may accumulate without limitation unless otherwise provided by law, retirement system rules, or District policy.

Healthy Workplaces, Healthy Families Act (California Paid Sick Leave)

Employees who are not eligible for the District's regular sick leave benefit, including eligible part-time, temporary, seasonal, and other employees, shall receive paid sick leave in accordance with the California Healthy Workplaces, Healthy Families Act of 2014, as amended.

The District may satisfy its obligations under the Act through an accrual method, front-loading method, or other legally authorized method established by Board Resolution or administrative policy.

The amount of paid sick leave provided, accrual rates, usage limits, carryover provisions, and eligibility requirements shall be administered in accordance with the Act and any implementing District resolution or policy in effect at the time.

Permitted Uses of Sick Leave

Accrued sick leave may be used for purposes authorized by California law, including:

- Diagnosis, care, treatment, or recovery from an existing health condition of the employee;
- Preventive medical care for the employee;
- Diagnosis, care, treatment, or preventive care of a family member;
- Care of a designated person, as permitted by California law;
- Absences related to domestic violence, sexual assault, stalking, or other qualifying acts of violence;
- Jury service, witness appearances, or other legally protected purposes to the extent required by law; and
- Any other purpose authorized by applicable federal or state law.

For purposes of this policy, "family member," "designated person," "victim," and "qualifying act of violence" shall have the meanings established by applicable California law.

Notice and Reporting Requirements

Employees who have a foreseeable need for sick leave, such as a scheduled medical appointment or planned treatment, should provide reasonable advance notice to their supervisor whenever practicable. When the need for leave is unforeseeable, employees shall notify their supervisor as soon as practicable under the circumstances.

Verification of Sick Leave
The District may require reasonable verification of an absence when permitted by law and consistent with operational needs. Employees may be required to provide medical certification or other appropriate documentation for absences exceeding four (4) consecutive workdays or when there is an objective basis to question the appropriate use of sick leave.

Nothing in this section is intended to interfere with rights provided under applicable leave laws, including the Healthy Workplaces, Healthy Families Act, the California Family Rights Act (CFRA), the Family and Medical Leave Act (FMLA), workers' compensation laws, pregnancy disability leave laws, or disability accommodation requirements.

Regular full-time employees shall accrue sick leave at the rate established by Board resolution, salary schedule, employment agreement, or other applicable District policy. Unless otherwise provided, regular full-time employees shall accrue sick leave at the same rate as vacation leave accrual.

Family Care Leave (Kin Care)
In accordance with California law, employees may use accrued sick leave to care for a family member to the extent required by applicable law.

Misuse of Sick Leave
Sick leave is intended solely for authorized purposes. Employees who misuse sick leave, provide false information regarding the need for leave, or otherwise violate District attendance or leave policies may be subject to corrective or disciplinary action, up to and including termination of employment.

Separation from Employment
Unused sick leave has no cash value and will not be paid upon separation from employment except as required by law or provided by applicable retirement system rules.

Sick leave is paid leave from work that an employee may use for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventative care for the employee themselves or any of the following Family Members of the employee: a child of any age or dependency status; a parent; a parent-in-law; a spouse; a registered domestic partner; a grandparent; a grandchildren; or a sibling; or
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for a “designated person”; or
- To serve as required by law on an inquest jury or trial jury, if the employee, prior to taking the time off, gives reasonable notice to the employer that the employee is required to serve.
- For an employee who is a “Victim”, which means either (1) an individual against whom a “Qualifying Act of Violence”, as defined below, is committed; or (2) an individual against whom any crime is committed, to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.
- For an employee who is a Victim, to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the Victim.

A “Qualifying Act of Violence”, means (1) domestic violence; (2) sexual assault (*i.e.*, non-consensual sexual act prescribed by federal, tribal, or state law, including when the victim lacks capacity to consent); (3) stalking (*i.e.*, engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for that person’s safety or the safety of others or suffer from emotional distress); or (4) an act, conduct, or pattern of conduct (a) that causes bodily injury to another individual; (b) wherein a weapon is brandished or drawn against another individual; or (c) that is a threat, whether perceived or actual, to use force to cause physical injury to another individual.

- In addition, an employee who is a Victim or has a Family Member who is a Victim of a Qualifying Act of Violence for any of the following purposes:
- To obtain or attempt to obtain any relief for the Family Member, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the Family Member.
- To seek, obtain, or assist a Family Member to seek or obtain, medical attention for or to recover from injuries caused by a Qualifying Act of Violence.
- To seek, obtain, or assist a Family Member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a Qualifying Act of Violence.
- To seek, obtain, or assist a Family Member to seek or obtain psychological counseling or mental health services related to an experience of a Qualifying Act of Violence.
- To participate in safety planning or take other actions to increase safety from future Qualifying Acts of Violence.
- To relocate or engage in the process of securing a new residence due to the Qualifying Act of Violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a Family Member who is recovering from injuries caused by a Qualifying Acts of Violence.
- To seek, obtain, or assist a Family Member to seek or obtain civil or criminal legal services in relation to the Qualifying Acts of Violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the Qualifying Act of Violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the Qualifying Acts of Violence.

13.03 Bereavement

All employees who have been employed by the District for at least 30 days are entitled to a total of five (5) days off from work of which three (3) days are eligible for District paid bereavement leave in the event of the death of a “family member”

A “family member” means a spouse, domestic partner, child, stepchild, parent, grandparent, grandchild, sibling, parent-in-law.

An employee may use vacation, sick leave, or compensatory time off in order to provide for their compensation during any bereavement leave in excess of five (5) days.

An employee who utilizes bereavement leave shall notify their supervisor or Department Head of the intent to use such leave and submit a Bereavement Leave Request Form.

Employees may use such leave on a non-consecutive basis in the three (3) months that follow that date of death of the "family member."

13.04 Jury Duty

Any employee, including a temporary, seasonal, or extra help employee, who is summoned to serve on an inquest or trial jury, or subpoenaed or ordered to be a witness in any judicial proceeding, must give reasonable notice to their supervisor or Department Head that they are required to serve or attend court, prior to taking time off for this purpose. Any employee who is released from jury service prior to the end of their scheduled work hours must report to work unless otherwise authorized by their supervisor.

An employee who requires leave for any of the above purposes may use accrued and available vacation or compensatory time off.

13.05 Witness Leave

The District recognizes that employees may be required to appear as witnesses in legal or administrative proceedings. Employees who are subpoenaed or otherwise officially requested to appear as a witness in a matter related to District business or in which the employee is not a party may be granted witness leave, subject to verification and approval.

Employees are expected to provide advance notice and a copy of the subpoena or official request when practicable.

13.06 Family Medical Leave Act & California Family Medical Leave Act

Employees requesting family and medical leave must state the reason for leave. FMLA/CFRA leave is permitted for the following reasons:

A. The birth of the employee's child or to care for a newborn of an employee
B. The placement of a child with the employee in connection with adoption or foster care of a child
C. Leave to care for a child, parent, or spouse who has a serious health condition
D. Under the CFRA only, leave is permitted to care for a domestic partner, grandparent, grandchild, parent-in-law, sibling, or any Designated Person, who has a serious health condition. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA.
E. Leave because of a serious health condition that makes the employee unable to perform any one or more essential functions of their position
F. Leave for a variety of "qualifying exigencies" arising out of the fact that an employee's

spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation

G. Under the CFRA only, leave for a variety of "qualifying exigencies" arising out of the fact that an employee's domestic partner is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or

H. Leave to care for a spouse, son, daughter, parent, or "next of kin" who is a covered service member of the U.S. Armed Forces who has a serious injury or illness: incurred in the line of duty while on active military duty; or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period.

<u>Definitions</u>

- Child: Under the FMLA, "child" means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's child is one for whom the employee has actual day-to-day responsibility for care, and includes a biological, adopted, foster or step-child. A child is "incapable of self-care" if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living, such as caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning shopping, taking public transportation, paying bills, maintaining a residence, or using telephones and directories.

  Under the CFRA, "child" means a child, including a child who is 18 years of age or older who is capable of self-care. An employee's child means a biological, adopted, foster, step-child, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis.

- Covered Active Duty: (1) in the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or (2) in the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.

- Covered Service Member: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- Designated Person: any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for family care and medical leave.

- Domestic Partner: another adult with whom the employee has chosen to share their life in an intimate and committed relationship of mutual caring and with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State, and who meets the criteria specified in California Family Code section 297. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.

- Family Member: FMLA leave means an employee's child, parent, and spouse. "Family member" for CFRA leave means an employee's child, parent, parent-in-law, spouse, domestic partner, grandchild, grandparent, and sibling.
- Grandchild: a child of the employee's child.
- Grandparent: a parent of the employee's parent.
- Health Care Provider: means any of the following:

  i. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State of California
  ii. An individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition
  iii. A podiatrist, dentist, clinical psychologist, optometrist, or chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law
  iv. A nurse practitioner or nurse-midwife or a clinical social workers who is authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law
  v. A Christian Science practitioner listed with the First Church of Christ, Scientist in Boston, Massachusetts
  vi. Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

- Next of Kin of a Covered Service Member: nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

- Outpatient Status: with respect to a covered service member, the status of a member of the Armed Forces assigned to either: (1) a military medical treatment facility as an outpatient; or (2) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

- Parent: a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child.

- Parent-in-law: the parent of a spouse or domestic partner of the employee.

- Serious Health Condition: an illness, injury impairment, or physical or mental condition that involves:

  1. Inpatient Care in a hospital, hospice, or residential medical care facility, including any period of incapacity (e.g., inability to work or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom). A person is considered "inpatient" when a health care facility admits them to the facility with the expectation that they will remain at least overnight, even if it later develops that such person can be discharged or transferred to another facility, and does not actually remain overnight
  2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

     a. A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days; and
     b. Any subsequent treatment or period of incapacity relating to the same condition, that also involves:
        i. Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
        ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.

  3. Any period of incapacity due to pregnancy or for prenatal care. Note that pregnancy is a "serious health condition" only under the FMLA. Under California law, an employee disabled by pregnancy is entitled to pregnancy leave. (See Policy 808, Leave Because of Pregnancy, Childbirth, or Related Medical Condition.)

  4. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
     a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
     b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
     c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.

  5. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by health care provider.

  6. Any period of absence to receive multiple treatments (including any period of recovery

therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

- Serious Injury or Illness: (1) in the case of a member of the Armed forces, including a member of the National Guard or reserves, means an injury or illness that a covered service member incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by the service in the line of duty on active duty in the Armed Forces) and that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; or (2) in the case of a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

- Sibling: a person related to the employee by blood, adoption, or affinity through a common legal or biological parent.

- Single 12 Month Period: a 12-month period which begins on the first day the eligible employee takes FMLA leave to take care of a covered service member and ends 12 months after that date.

- Spouse: one or two persons to a marriage, regardless of the sex of the persons, and for purposes of CFRA leave, includes a registered domestic partner as defined.

- 12-Month Period: a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.

<u>Employees Eligible for Leave</u>
An employee is eligible for FMLA/CFRA leave if the employee:

A. Has been employed by the District for at least 12 months; and

B. Has worked for the District at least 1,250 hours during the 12- month period immediately preceding the commencement of the leave (includes regular and overtime hours. Does not include any absences, paid or unpaid, e.g. PTO leave, holidays, jury duty or other absences).

<u>Amount of Leave</u>
Eligible employees are entitled to a total of 12 workweeks (or 26 workweeks to care for a covered service member) of leave during any 12-month period. If FMLA leave qualifies as both military caregiver leave and care for a family member with a serious health condition, the leave will be designated as military caregiver leave first.

<u>Intermittent and Reduced Schedule Leaves</u>
If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for their own serious health condition, or to care for an immediate family member with serious health condition, the employee must provide medical certification that such leave is

medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

The District may require an employee who certifies the need for a reduced schedule or intermittent leave to temporarily transfer to an alternate position of equivalent pay and benefits that better accommodates the leave schedule.

Employee/Employer Notification

Employees will be notified of their eligibility for requested leave under FMLA and/or CFRA and reason for ineligibility, if applicable.

When the need for leave is foreseeable, the employee must provide at least 30 calendar days advance notice to his/her supervisor/manager and Human Resources prior to taking leave.

When the notice for leave is unforeseeable, the employee must provide notice to his/her supervisor/manager and Human Resources "as soon as practicable" (generally the same day or next business day). Additionally, the employee may be requested to provide justification for notification of less than 30 calendar days.

The employee must provide the necessary certification within 15 calendar days of notification to Human Resources. If the District determines that the certification is deficient, the employee must provide the requisite information within seven additional calendar days. Once sufficient information is received, the District will designate the leave under FMLA and/or CFRA in writing, within five business days, absent extenuating circumstances.

Medical Certification/Recertification

Employees who request leave must provide a medical certification and/or recertification to support the need for the leave as described below:

Employee's Own Serious Health Condition: Employees who request leave for their own serious health condition must provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one or more of the essential functions of their position. Upon expiration of the time period the health care provider originally estimated that the employee needed for their own serious health condition, the employee must obtain recertification if additional leave is requested.

Family Member Serious Health Condition: Employees who request leave to care for a child, parent, parent-in-law, domestic partner, spouse, grandparent, grandchild, or sibling who has serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employer must obtain recertification if additional leave is requested.

Service member Serious Injury or Illness: Employees who request FMLA leave to care for a covered service member who is a child, spouse, parent or "next of kin" of the employee, must provide written certification from a health care provider regarding the injured service member's serious injury or illness.

Qualifying Exigency: The first time an employee requests leave because of a qualifying exigency, an employee may require the employee to provide a copy of the military member's

active-duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to active-duty status in a foreign country, and the dates of the military member's active-duty service. A copy of the new active-duty orders or similar documentation shall be provided to the District if the need for leave because of a qualifying exigency arises out of a different active duty or call to active-duty status of the same or a different military member. The District will verify the certification as permitted by the FMLA and CFRA regulations.

When an employee has provided at least 30 days' notice for a foreseeable leave, the employee must provide a medical certification before the leave begins. When this is not possible, the employee must provide the medical certification to the District within the time frame requested by the District (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

If an employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established in this policy, the District may delay the taking of FMLA/CFRA leave until required certification is provided, or deny FMLA/CFRA protections following the expiration of the time period to provide an adequate certification.

<u>Required Use of Paid Leave Accruals</u>
FMLA/CFRA leave is unpaid. FMLA and CFRA authorize an employer to require that employees use paid accrued leaves while on family or medical leave. The District requires an employee to concurrently use paid accrued leaves while using FMLA/CFRA leave.

Employees must exhaust their accrued leaves concurrently with FMLA/CFRA, except:

A. Employees are not required to use accrued compensatory time off earned in lieu of overtime (CTO) pursuant to the Fair Labor Standards Act.

B. Employees may retain a maximum of forty (40) hours total accumulation of all types of leave (excluding CTO).

C. Employees are not required to use paid leave during leave pursuant to a disability plan (e.g. State Disability Insurance) that pays a portion of the employee's salary while on leave unless the employee agrees to use paid leave to cover the unpaid portion of the disability leave benefit.

D. An employee must agree to first use accrued sick leave to care for a child, parent, spouse or domestic partner, grandparent, grandchild, or sibling.

Leave under FMLA and CFRA are concurrent with one exception: Pregnancy Disability Leave is concurrent with FMLA but not with CFRA. The Human Resources Department should be consulted for details on aggregate leaves.

Employee Benefits While on Leave

A. Employees will accrue PTO while on Family Medical Leave on a pro-rata basis when such leave is integrated with State Disability Insurance, Paid Family Leave, or Worker's Compensation Leave. Leaves taken without pay will not accrue PTO unless there are actual hours worked within the pay period.

B. Health Benefits
An employee taking FMLA/CFRA leave may continue participating in the District's health plans in which the employee was enrolled before the first day of leave (for up to a maximum of 12 or 26 full-time workweeks, as applicable) at the level and under the same terms and conditions of coverage as if the employee had continued employment for the duration of such leave. Employees will continue to be responsible for payment of their portion of the premiums for medical and/or dental insurance.

An employee on pregnancy disability leave may continue to receive any group health insurance coverage that was provided before her leave, beginning on the date the pregnancy disability leave begins and continuing for up to four months in a 12-month period, at the same level and under the same conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave. The District may recover premiums it paid to maintain health coverage if an employee does not return to work following pregnancy disability leave, unless the reason for the failure to return is a circumstance beyond her control or the use of the separate right to 12 weeks of bonding leave under the FMLA.

C. Flexible Spending Accounts
Flexible spending contributions, if applicable, will be continued during FMLA/CFRA leave. If the leave is taken based on a qualifying event (e.g. birth/adoption of a child, change in work status of spouse, etc.), the employee may change the FSA election.

D. Deferred Compensation Plans, 401(a) and 457
Payroll deductions for 401(a) and 457 deferred compensation plans, if applicable, will be continued during FMLA/CFRA leave.

E. If an employee fails to return to work after his/her leave entitlement has been exhausted, the District will have the right to recover its share of health plan premiums for the entire leave period from the employee, unless the employee does not return because of the continuation, recurrence, or onset of a Serious Health Condition of the employee or his/her family member that would entitle the employee to leave, or because of circumstances beyond the employee's control. The District may recover premiums through deduction from any sums due the employee (e.g. unpaid wages, vacation pay, etc.).

Reinstatement Upon Return from Leave

A. Reinstatement to Same or Equivalent Position:
Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent benefits and pay. Employees have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during

the FMLA/CFRA period.

B. Date of Reinstatement:
If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District, the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of their readiness to return.

C. Employee's Obligation to Periodically Report on Their Condition:
Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

D. Fitness for Duty Certification:
As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider stating that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

E. Reinstatement of "Key Employees":
Under the FMLA only, the District may deny reinstatement to a "key" employee (*e.*, an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the worksite) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur. Under the CFRA, the District may not deny reinstatement to a "key" employee during or upon the expiration of CFRA leave.

13.07 School-Related Leave: School or Licensed Day Care Activity Leave

Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, shall be allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or reenroll a child in a school or with a licensed child care provider; or to pick up a child due to a child care provider or school emergency.

The employee must provide reasonable advance notice to their supervisor of the planned absence. The leave is unpaid unless the employee uses vacation or compensatory time off. The employee must provide documentation from the school or licensed child care facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time.

If both parents, guardians or grandparents having custody work for the District at the same District work site, only the first parent requesting will be entitled to leave under this provision.

13.08 Child Suspension Leave

Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel.

13.09 Military Leave

Military leave will be granted in accordance with federal and state law. An employee requesting leave for this purpose shall promptly provide the Department Head with a copy of the military orders specifying the dates, site and purpose of the activity or mission. Within the limits of such orders, the Department Head may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

13.10 Administrative Leave

The District has the right to place an employee on leave with full pay for non-disciplinary reasons at any time when the appointing authority has determined that the employee's and/or District's best interests warrant the leave. The employee does not have a right to appeal the decision to be placed on administrative leave with pay.

13.11 Voting Leave

If any employee does not have sufficient time outside of working hours to vote, may request up to two (2) hours of paid leave either at the beginning or end of scheduled working hours to enable them to vote. The employee must request time off to vote from their supervisor at least two (2) days prior to Election Day.

13.12 Worker's Compensation Benefits & Industrial Accident Leave

Employees who are absent from work by reason of an injury or illness covered by Workers' Compensation, shall continue in pay status under the following provisions.

When the employee authorizes, the difference between the amount granted pursuant to such Workers' Compensation and the employee's regular pay will be deducted from the employee's accumulated sick leave, vacation, personal holidays, and compensatory time, if any. The employee will continue in pay status and receive their pay until their accumulated sick leave, and authorized compensatory time, personal holidays and vacation days, have been depleted to the nearest hour.

Employees who sustain a work-related injury or illness, regardless of severity, must report the injury or illness to their supervisor or manager as soon as practicable and complete any required incident reporting documentation. Timely reporting assists the District in providing appropriate medical treatment, investigating the incident, and administering workers' compensation benefits. Failure to timely report a work-related injury or illness may affect the administration of a workers' compensation claim as permitted by law.

Employees returning to work following a work-related injury or illness may be required to provide a written release from their treating health care provider identifying any work restrictions and confirming their ability to return to work. The District may require a fitness-for-duty certification when permitted by law.

Upon receiving medical clearance, the District will evaluate the employee's ability to perform the essential functions of the position and will engage in the interactive process and consider reasonable accommodations when required by applicable law. Reinstatement, return-to-work assignments, and accommodation requests will be administered in accordance with applicable workers' compensation laws, the Fair Employment and Housing Act (FEHA), and other applicable laws.

During the time the employee is in fully paid status while absent from work by reason of injury or illness covered by Workers' Compensation, they shall continue to accrue sick leave and vacation benefits as though they were not on leave of absence.

Any employee subject to this policy who depletes their accumulated sick leave, compensatory time, personal holiday time and vacation days while absent from work by reason of an injury or illness covered by Workers' Compensation may receive an unpaid leave of absence and continuation of health care benefits consistent with state and/or federal law.

14.00 DISCIPLINE

14.01 General Principals

Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

- Violation of any department rule, District policy or District regulation, ordinance or resolution;
- Absence without authorized leave or tardiness;
- Excessive absenteeism and/or tardiness as defined by the employee's supervisor/manager and/or these Policies;
- Use of leave from work in a manner not authorized or provided for under District policies;
- Making any false representation or statement, or making any omission of a material fact;
- Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment;
- Unsatisfactory job performance;
- Inefficiency;
- Damaging any District property, equipment, resource, or vehicle, or the waste of District supplies through negligence or misconduct.
- Insubordination; or insulting or demeaning the authority of a supervisor or manager;
- Dishonesty;
- Theft;
- Violation of the District's or a department's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity;
- Misuse or unauthorized use of any District property, including, but not limited to: physical property, electronic resources, supplies, tools, equipment, District communication systems, District vehicles or intellectual property;
- Mishandling of public funds;

- Falsifying or tampering with any District record, including work time or financial records;
- Discourteous or offensive treatment of the public or other employees;
- Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person's work performance.
- Conviction, meaning any judicial determination of guilt, of a crime that has a nexus to the employee's job duties;
- Unapproved outside employment or activity, or other enterprise that constitutes a conflict of interest with service to the District;
- Any conduct that impairs, disrupts or causes discredit to the District, to the public service, or other employee's employment;
- Reckless or unsafe conduct;
- Working overtime without prior authorization or refusing to work assigned overtime;
- Carrying firearms or other dangerous weapons while on duty when not required by job duties; or
- Horseplay or fighting.

14.02 Counseling

A counseling memo will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memo will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the performance evaluation, as the supervisor deems necessary. A counseling memo is not subject to the discipline or discipline appeal procedures described below.

14.03 Verbal Warning

A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the performance evaluation, as the supervisor deems necessary. A verbal reprimand is not subject to the discipline or discipline appeal procedures described below.

14.04 Written Reprimand

Written Reprimand: A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is not subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to Human Resources or their designee within 14 days after the reprimand is received.

14.05 Performance Improvement Plan

The District is committed to fair, consistent, and constructive performance management. A Performance Improvement Plan may be used when an employee's performance does not meet established standards. A PIP is a corrective and developmental tool, not disciplinary in nature,

unless expressly designated as such.
A Performance Improvement Plan may be initiated when:

- An employee demonstrates ongoing or significant performance deficiencies;
- Prior coaching or informal corrective efforts have not resulted in sustained improvement; or
- The nature of the performance issue warrants a formal improvement plan.

Use of a PIP is discretionary and does not preclude the District from taking other appropriate employment actions consistent with law and policy.

A PIP will be provided to the employee in writing and generally includes:
- A clear description of the performance deficiencies or concerns;
- The expected standards of performance;
- Specific, measurable goals for improvement;
- Actions, resources, training, or support to be provided by the District;
- A reasonable time frame for improvement; and
- The potential consequences of failing to achieve and sustain improvement.

<u>Employee Responsibilities</u>
Employees placed on a PIP are expected to actively participate in the process, demonstrate good-faith efforts to improve performance, and meet the expectations outlined in the plan.

<u>Supervisor Responsibilities</u>
Supervisors are responsible for monitoring progress, providing feedback, documenting performance, and offering reasonable support during the PIP period. Supervisors should meet with the employee periodically to discuss progress and address questions or concerns.

The duration of a PIP will be determined by the District based on the nature of the performance issues and operational needs. At the conclusion of the PIP period, the District will evaluate whether the employee has successfully met the performance expectations.

At the conclusion of the PIP, one or more of the following actions may occur:
- Successful completion of the PIP with no further action;
- Extension or modification of the PIP if additional time is warranted; or
- Further corrective or disciplinary action, up to and including separation from employment, consistent with applicable law, and due-process requirements.

14.06 Disciplinary Suspension

Suspension without Pay: The District may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from FLSA overtime will only be suspended as authorized by the FLSA.

14.07 Demotion

The District may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described in section 15.

14.08 Termination

The District may dismiss an employee from their position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described in section 15.

14.09 Documentation of Disciplinary Action

Disciplinary actions shall be appropriately documented to clearly identify the conduct or performance issues, the corrective action taken, and the expectations going forward. Documentation is intended to support corrective efforts, ensure due process, and maintain accurate employment records.

Documentation of disciplinary action may include, but is not limited to:

- Written reprimands or warnings
- Notices of suspension, demotion, or dismissal
- Final notices or disciplinary memoranda
- Related investigatory findings or summaries, as appropriate

Informal counseling or coaching that is not disciplinary in nature may be documented separately and does not necessarily constitute disciplinary action.

15.00 DISCIPLINARY PROCEDURES

15.01 Disciplinary Procedures

The following discipline procedures only apply to the District's for-cause employees. All employees other than for-cause employees, including: seasonal, temporary, extra-help, at-will, or probationary employees, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below. The following discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal.

15.02 Skelly Procedures

"Skelly" Notice of Intended Disciplinary Action to Employee: A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:

1. The level of the intended discipline;

2. The specific charges that support the intended discipline;

3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;

4. A copy of all materials upon which the intended discipline is based;

5. Notice of the employee's right to respond to the District regarding the intended discipline within **[five (5)]** days from the date of the notice, either by requesting a *Skelly* conference, or by providing a written response, or both;

6. Notice of the employee's right to have a representative of their choice at the *Skelly* conference;

and

7. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.

If the employee requests a *Skelly* conference, the Executive Director or designee will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against them and present any mitigating circumstances. The Executive Director or designee will consider the employee's presentation before issuing the disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the *Skelly* notice, is a waiver of the right to respond, and the intended disciplinary action will be imposed on the date specified in the *Skelly.*

15.03 Appeal

The following appeal procedures only apply to the District's for-cause employees. All employees other than for-cause employees, including: seasonal, temporary, extra-help, at-will, or probationary employees, may be disciplined or separated at will, with or without cause, and without the disciplinary appeal procedures listed below. The following appeal procedures apply only to suspension without pay, demotion, reduction in pay or dismissal.

Request for Appeal Hearing: An employee may submit a written request for appeal to the Executive Director or designee within **[14]** days from: (1) receipt of the final notice of discipline; or (2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.

- Following completion of the Skelly process, an employee entitled to appeal a disciplinary action may request an appeal hearing.
- The appeal hearing shall be conducted by a neutral advisory arbitrator selected through the California State Mediation and Conciliation Service (SMCS). The arbitrator shall not have participated in the underlying investigation, disciplinary recommendation, or Skelly process.
- The advisory arbitrator shall conduct a hearing and prepare written findings of fact, conclusions, and a non-binding recommendation regarding the disciplinary action.
- The advisory arbitrator's findings and recommendation shall be submitted to the District's governing board for consideration. The governing board shall review the record, the advisory arbitrator's recommendation, and any additional information permitted by District policy before rendering a final decision.
- The governing board's decision shall constitute the District's final administrative determination.
- The District reserves the right to establish procedural rules governing the conduct of advisory arbitration hearings, including the exchange of documents, witness testimony, hearing procedures, and issuance of the advisory decision.

15.04 Final Decision

Final Notice of Discipline: After the *Skelly* conference and/or timely receipt of the employee's written response, the Executive Director or designee will: (1) take no disciplinary action; (2) modify the intended discipline; or (3) impose the intended disciplinary action. In any case, the Executive Director or designee will provide the employee with a notice that contains the following:

1. The level of discipline, if any, to be imposed and the effective date of the discipline;
2. The specific charges upon which the discipline is based;
3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;
4. A copy of all materials upon which the discipline is based; and
5. A reference to the employee's appeal right and deadline to appeal.

Delivery of the Final Notice of Discipline: The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

16.00 GRIEVANCES

16.01 Grievance Procedures

A grievance is an alleged violation of a specific provision of these Policies that adversely affects the employee and that contains all of the information listed in the "Statement of the Grievance" below. The following procedure applies to all District employees, unless the following apply: another dispute resolution procedure applies to the dispute; or a discipline policy and procedure applies. The grievance procedure cannot be utilized to challenge the content of a performance evaluation.

A concern is not a grievance unless the affected employee is able to state each of the following: the date of the alleged violation; the specific provision(s) of these policies that were allegedly violated; a description of all facts regarding how the alleged violation occurred; and a list of all persons who are witnesses or are involved. The grievant may use an District form to make the Statement of the Grievance. A Statement of the Grievance must be signed by the employee filing the grievance to certify that it is filed in good faith.

<u>Submitting a Grievance</u>
Step I: Informal Resolution with Supervisor: The employee must first work in good faith to resolve the grievance informally through discussion with their immediate supervisor no later than **[14]** days after the grievant first became aware of the facts or circumstances resulting in the filing of the grievance.

Step II: If the employee believes that the grievance has not been resolved through Step I, the employee may submit a written Statement of the Grievance to their Department Head or designee. The employee must submit the Statement of the Grievance within **[28]** days after the grievant first became aware that a grievance has occurred. The Department Head or designee shall consider, discuss the grievance with the grievant, and/or investigate as they deems appropriate, and shall, within **[14]** days of receipt of the written Statement of the Grievance, submit their decision in writing to the grievant.

Step III: If the employee believes that the grievance has not been resolved through Step II, the employee may appeal the grievance decision of the Department Head or designee to the Executive Director. Such appeal must be filed within **[14]** days of the date of the Department Head or designee's written decision. The District shall consider, discuss the grievance with the grievant, and/or investigate as he/she deems appropriate, and shall, within **[14]** days of receipt of the written Statement of the Grievance, submit their decision in writing to the grievant. The decision of the Executive Director or designee shall be final.

16.02 Freedom from Reprisal

Employees shall be free from reprisal, retaliation, intimidation, or coercion for filing a grievance in good faith, participating in the grievance process, serving as a witness, or otherwise exercising rights under this policy. No employee shall be disciplined, discriminated against, or adversely affected in their employment as a result of utilizing or participating in the grievance procedure. Allegations of reprisal or retaliation shall not be processed through the grievance procedure and may be addressed through other applicable District policies or procedures.

16.03 Consolidation

When two or more grievances are based on the same or substantially similar facts, involve the same policy provisions, or present common issues, the District may consolidate the grievances for purposes of review and resolution. Consolidation may occur at any step of the grievance process when deemed appropriate by the District to promote efficiency, consistency, or fairness. Consolidation does not alter the rights of any grievant to receive a written response or final determination.

16.04 Resolution

A grievance may be resolved at any step of the grievance procedure through mutual agreement between the employee and the District. Resolution may include clarification of policy, corrective action, or other appropriate remedies consistent with District authority and applicable law. Any agreed-upon resolution shall be documented in writing. Resolution of a grievance does not constitute precedent and shall not be binding in future matters unless expressly stated.

16.05 Withdrawal

A grievance may be withdrawn by the employee at any time by submitting written notice of withdrawal to the District. Withdrawal of a grievance shall conclude the grievance process for that matter. Withdrawal does not preclude the employee from raising other concerns or filing future grievances on separate matters, subject to applicable timelines and requirements.

16.06 Time Limits

Failure of the District to comply with the time limits of the grievance procedures allows the grievant to appeal to the next level of review. Failure of the grievant to comply with the time limits of the grievance procedures constitutes settlement and resolution of the grievance on the basis of the last disposition. The parties may extend time limits by mutual written agreement in advance of a deadline.

17.00 REDUCTION IN FORCE

17.01 Reduction in Force/Layoffs

The District reserves the right to implement layoffs or reductions in force when deemed necessary to address legitimate business needs. Layoffs shall be implemented in a manner that is objective, equitable, and consistent with applicable laws. Nothing in this policy limits the District's management rights to determine the size, structure, or organization of its workforce.

17.02 Definitions

A Reduction in Force (RIF) or Layoff is the separation of an employee from employment, or placement into a lower classification or reduced schedule, due to reasons other than employee misconduct or performance. Layoffs may occur as a result of, but are not limited to:

- Lack of work or funding
- Budgetary shortfalls or fiscal constraints
- Reorganization or restructuring
- Elimination of positions or programs
- Operational or technological changes

A layoff is not disciplinary in nature.

17.03 Procedures

If the Executive Director determines that a for-cause employee who is subject to layoff is qualified to perform the duties in a vacant position, the employee will receive a written notice of option to transfer in lieu of layoff. An employee who does not accept a transfer within 10 days after the date of the written notice, forfeits the option to transfer. An employee who accepts a transfer will be paid the rate applicable to the position into which they transfer.

When a reduction in force is required, the District will determine:

- The classifications, departments, or positions affected; and
- The number of positions to be eliminated, reduced, or restructured.

Layoffs within a classification shall generally be conducted based on length of continuous District service, with employees having the least seniority laid off first. Temporary, seasonal, or at-will employees may be laid off prior to regular employees, consistent with law and applicable agreements.

When practicable, the District may consider alternatives to layoff, which may include:

- Hiring freezes or attrition
- Reduced work hours or schedules
- Voluntary demotions or transfers
- Leaves of absence
- Other cost-saving measures

Consideration of alternatives does not create an obligation to implement them.

17.04 Notice

Employees affected by a layoff shall be provided written notice as required by law, applicable District policy. The notice will generally include:

- The effective date of the layoff
- The reason for the layoff

- Information regarding benefits, final pay, and accrued leave
- Re-employment or recall rights, if applicable

For represented employees, the District will meet and confer with the applicable employee organization as required by the Meyers-Milias-Brown Act (MMBA) prior to implementation of a layoff decision, to the extent required by law.

17.05 Re-employment

Employees laid off in good standing may be eligible for re-employment or recall to a vacant position in the same or lower classification for which they are qualified, subject to applicable District policy.

The District may establish re-employment or recall lists for laid-off employees. Placement on a recall list does not guarantee re-employment and is limited to the duration specified by District policy.

When a recall list is utilized, employees shall generally be recalled in order of seniority within the affected classification.

Re-employment following layoff does not automatically restore prior seniority, salary placement, or benefits unless required by law or expressly provided by policy.

18.00 OTHER

18.01 Telework

Purpose

The purpose of this policy is to establish a clear and consistent framework for the use of telework arrangements within the District. This policy is designed to support the District's goals of promoting operational efficiency, enhancing employee work-life balance, ensuring continuity of operations, and supporting sustainability and employee retention efforts.

This policy outlines the eligibility criteria, approval process, expectations, and responsibilities associated with telework to ensure consistency, transparency, and accountability across departments.

Definitions

- Alternative Worksite
  An “Alternative Worksite” means the employee’s home, place of residence or from another location approved by the District other than the employee’s normal workplace at a District’s worksite or facility.

- Telework
  Telework, also referred to as remote work or telecommuting, is a flexible work arrangement that allows eligible employees to perform their job duties from an Alternate Worksite or location on a full-time, part-time, or occasional basis. Telework is a voluntary arrangement, subject to approval, that may be modified or terminated at the discretion of the District.

Telework does not alter the terms and conditions of employment, nor does it change the employee's job responsibilities, performance expectations, work hours, or adherence to District policies and applicable laws.

- Work Schedule
  Work Schedule means the days and hours determined by supervisors or managers during which non-exempt, overtime eligible employees should be in attendance at the Alternative Worksite. The Work Schedule should comply with the Fair Labor Standards Act followed by the District or provide for and include the rest and meal breaks required under applicable federal and state law as well as under applicable Memoranda of Understanding.

<u>Policy</u>
The District supports telework as a practical and positive work option on a limited basis.

All District employees who request the option for telework must have an approved Telework Agreement under this policy. Telework does not change the duties, obligations, responsibilities, or terms and conditions of District employment. Telework is a privilege and a responsibility, not an entitlement or a right.

Employees must submit a Telework Request form and Certification of Safe and Suitable Telework Environment through the departmental approval process before executing a Telework Agreement. Employees may be removed from the Telework Program if they do not comply with the terms of their Telework Agreements or no longer meet one or more of the terms of eligibility as defined in this policy.

Employees approved for telework may not telework more than two (2) days per standard work week. Exceptions to this cap may only be granted by the Executive Director, or designee, based on extraordinary circumstances and documented operational needs.

All telework arrangements must be formalized through a signed Telework Agreement. The Executive Director, or designee, may modify or revoke the agreement at their discretion, with a minimum of five (5) business days written notice. If an employee requests to end their telework arrangement, the transition back to the worksite will be accommodated as soon as operationally feasible for the District and the department.

Even with an approved telework schedule, employees may be required to report to the worksite on short notice to support essential services or operational needs, as determined by their supervisor or manager. When in-person attendance is needed for non-urgent matters, the District will provide as much advance notice as possible to allow employees adequate time to adjust their schedules.

The District assumes no liability for injuries that occur outside the scope of the employee's official duties or outside of their approved telework schedule. Additionally, the District is not responsible for any injuries, damages, or losses sustained by third parties (e.g., family members, including pets, visitors, or other non-District individuals) who may enter or be present in the designated telework worksite.

18.02 Disaster Service Workers

Pursuant to California Government Code sections 3100 through 3109, all public employees are designated as Disaster Service Workers. As such, employees may be required to perform disaster service activities during a declared emergency, disaster, or emergency-related training exercise. Disaster service duties may be outside an employee's normal job classification, work location, or work schedule.

Disaster service assignments may be activated by the Executive Director, Emergency Services Director, or other authorized official when a local, state, or federally declared emergency exists, or when emergency conditions warrant activation under the District's Emergency Operations Plan (EOP). Assignments will be made based on operational needs, employee skills, training, and the District's emergency response structure, including the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

Employees designated as Disaster Service Workers are expected to:

- Report for duty as directed during an emergency or disaster, unless excused by an authorized District official;
- Follow lawful orders and instructions issued during disaster service assignments;
- Perform assigned duties safely and to the best of their ability; and
- Participate in required disaster service training or exercises.

Failure to report for or perform assigned disaster service duties without valid justification may result in disciplinary action, consistent with applicable law and District policy.

Employees performing disaster service duties will be compensated in accordance with applicable laws, regulations, including provisions related to overtime, premium pay, and work schedules. Time worked during disaster service assignments is considered hours worked for purposes of compensation and benefits.

The District is committed to employee safety during disaster service assignments. Employees injured in the course and scope of disaster service duties are covered by workers' compensation in accordance with applicable law.

The District will consider legitimate limitations, including medical or disability-related restrictions, when assigning disaster service duties, to the extent practicable and consistent with emergency response needs and legal requirements.

The District may require employees to complete disaster preparedness training, including SEMS and NIMS training, and to participate in emergency drills or exercises to ensure readiness.

18.03 Travel Policy

The District may authorize travel when it is necessary to conduct District business, attend approved training, conferences, meetings, or perform other official duties. All travel must be approved in advance by the employee's supervisor or other authorized official and is subject to budget availability and operational needs and in compliance with the Finance and Accounting Policy Manual

Authorization and Planning
Employees must obtain prior approval before incurring travel expenses. Travelers are expected to plan travel in a manner that is economical, efficient, and consistent with District interests, including selecting reasonable transportation, lodging, and meal options.

Reimbursable Expenses
The District may reimburse reasonable and necessary travel expenses incurred for approved District business, which may include transportation, lodging, meals, registration fees, and incidental expenses. Reimbursement is subject to District procedures and established limits or guidelines.

Non-Reimbursable Expenses
Personal expenses, costs incurred for convenience, or expenses not directly related to District business are not reimbursable unless expressly authorized. Employees are responsible for any additional costs resulting from personal preferences or activities.

IRS Compliance
Travel reimbursements shall be administered in accordance with Internal Revenue Service (IRS) accountable plan requirements. Employees must submit timely and adequate documentation to substantiate expenses. Expenses that do not meet IRS requirements may be treated as taxable income.

18.04 Credit Card Use

District-issued credit cards are provided solely for authorized District business and are intended to facilitate efficient purchasing and travel-related expenses. Use of a District credit card is a privilege, not a right, and cardholders are expected to exercise sound judgment, integrity, and fiscal responsibility at all times and in compliance with the Finance and Accounting Policy Manual.

Issuance and Authorization
District credit cards may be issued to employees whose job duties require regular purchasing or travel. Issuance of a credit card must be approved in advance by the Executive Director or designee. Card limits, allowable merchant categories, and duration of issuance shall be determined by the District.

Authorized Use
District credit cards may be used only for reasonable and necessary expenses incurred for approved District business and in accordance with District purchasing, travel, and reimbursement policies. All charges must be supported by appropriate documentation and are subject to review and approval.

Prohibited Use
District credit cards shall not be used for:

- Personal purchases or expenses
- Cash advances or withdrawals
- Alcoholic beverages or other prohibited items, unless expressly authorized
- Circumventing procurement or approval requirements
- Any unlawful, unethical, or unauthorized purpose

Documentation and Reconciliation
Cardholders are responsible for submitting itemized receipts and required documentation in a timely manner and for reconciling charges in accordance with District procedures. Failure to provide adequate documentation may result in the cardholder being required to reimburse the District.

IRS and Accounting Compliance
Credit card use and related reimbursements shall be administered in accordance with applicable Internal Revenue Service (IRS) regulations and generally accepted accounting principles. Charges that do not meet accountable plan requirements or District policy may be treated as taxable income to the cardholder.

Misuse and Corrective Action
Improper, unauthorized, or negligent use of a District credit card may result in revocation of card privileges, repayment obligations, corrective or disciplinary action up to and including termination, and potential legal action, consistent with District policy and applicable law.

Card Security
Cardholders are responsible for safeguarding District credit cards and account information. Lost or stolen cards must be reported immediately to Finance and the card issuer. Cardholders may be held accountable for unauthorized charges resulting from failure to safeguard the card.

18.05 Request for Information and Media Contact

Public Records Requests
The District is committed to transparency and compliance with the California Public Records Act (CPRA) and other applicable laws governing public access to records.

Employees who receive a request for public records, whether written, electronic, or verbal, shall promptly forward the request to the Executive Director or designated records coordinator. Employees should not independently determine whether records are subject to disclosure or exempt from disclosure unless specifically authorized to do so.

The District will respond to public records requests in accordance with applicable law. Certain records may be exempt from disclosure, including but not limited to personnel records, attorney-client privileged communications, attorney work product, pending litigation materials, confidential security information, and other records protected by law.

The District reserves the right to consult with legal counsel regarding the applicability of any exemption, privilege, or disclosure requirement.

Requests for Information from Board Members
Board Members may request information necessary to perform their official duties. Requests for operational, administrative, financial, personnel, legal, or policy-related information should be directed through the Executive Director or designee.

Employees should provide information to Board Members only as authorized by the Executive Director, consistent with the Brown Act, District policies, and applicable laws.

Nothing in this policy is intended to restrict communications authorized by law between Board Members and District employees.

<u>Media Relations</u>

The District recognizes the importance of maintaining accurate, timely, and consistent communications with the public and the media.

Unless specifically authorized by the Executive Director, employees are not authorized to speak on behalf of the District regarding District operations, policies, projects, programs, personnel matters, litigation, or other official business.

Employees contacted by members of the news media regarding District business should courteously refer the inquiry to the Executive Director or designated spokesperson.

Nothing in this policy is intended to prohibit employees from engaging in activities protected by law, including rights protected under the National Labor Relations Act, the Meyers-Milias-Brown Act, whistleblower protections, or other applicable laws.