



**MONTEREY PENINSULA  
AIRPORT DISTRICT**

**ADMINISTRATIVE AND  
PERSONNEL POLICY BOOK**

**JUNE 2018**

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# MONTEREY PENINSULA AIRPORT DISTRICT

200 Fred Kane Drive, Suite 200, Monterey, California 93940  
<https://montereyairport.specialdistrict.org>

Welcome!

This Administrative and Personnel Policy Book has been prepared to communicate various aspects of employment with the Monterey Peninsula Airport District (“MPAD” or “District” or “Airport”) to our employees. The Policy Book serves as a complement to other employment documents, such as MOUs, individual employee agreements, and health and welfare benefit plan documents.

MPAD is a special enterprise district that was created in 1941 and is not incorporated into the city or the county; nor is it a public utility. Since its creation the Airport has evolved to continually meet the needs of its users. It has distinguished itself as an outstanding contributor to the local community and the National Transportation Plan. Monterey Airport remains dedicated to providing a solid platform for its local community and the nation as a whole.

As an employee of the Airport, you are an important member of a team effort. We hope that you will find your position with our organization rewarding, challenging and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members for our team. We look to you to contribute to the success of the Airport. At the same time, we are committed to providing all employees with challenge, recognition, and benefits, as we achieve our organizational mission and goals.

In these pages, we have tried to give specific answers to most of the questions from our employees. You may have other questions, which are not answered here. If you have any questions, do not hesitate to ask them. We are aware of the many different needs employees may have and are eager to help you meet them.

Again, welcome to the team! We wish you every success in your work with Monterey Peninsula Airport District.

Sincere regards,

Michael La Pier  
Executive Director



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# **MONTEREY PENINSULA AIRPORT DISTRICT**

## **OUR 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

The attainment of our mission and values and the successes we have been able to attain as a District depend on the creativity and dedication of our employees. The services provided by our organization depend on your dedication and cooperation. We encourage you to share your ideas and your suggestions.



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**SECTION I:**  
**INTRODUCTION**





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## **POLICY**

This Administrative and Personnel Policy Book contains the administrative and human resources policies, practices, guidelines and procedures that the Airport has in effect at the time of publication. All employees should read, understand, and comply with all provisions of this Policy Book. It describes many of the responsibilities of an employee and outlines the programs developed by the Airport to benefit employees. One of our objectives as an employer is to provide a work environment that is conducive to both personal and professional growth while delivering high quality service to the public.

All previously issued human resources, personnel or administrative handbooks, manuals, resolutions, and/or policy statements or memoranda are superseded by this Policy Book.

If a provision of these rules conflicts with any provision of an applicable collective bargaining agreement entered into by the District and a recognized employee organization, to the extent of such conflict, the provision of the collective bargaining agreement will be deemed controlling.

For the Airport's Police Department personnel, if a provision of these rules conflicts with any provision of the Lexipol Police Policy Manual, the provision of the Lexipol Police Policy Manual will be deemed controlling.

The Airport reserves the right to revise, modify, delete or add to any policies, procedures, work rules or benefits stated in this Policy Book or in any other Airport document. Any changes must be in writing and must be signed by the Executive Director or authorized designee. Any such written changes to this Policy Book will be generally distributed so that supervisors and employees will be aware of the new or revised policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Policy Book.

The policies and practices set out in this Policy Book or in any other administrative or personnel document, including benefit plan descriptions, are not intended to imply a contractual relationship, nor are they intended to create a promise or representation of continued employment for any employee.

Reference to the Airport throughout this Policy Book refers to the organization, Monterey Peninsula Airport District, and its staff. It is intended that wherever reference is made in this Policy Book to decisions and/or recommendations being made or actions taken by the Airport, those decisions and/or recommendations are being made by the Executive Director or authorized designee.

This Policy Book will specifically reference the Airport's Governing Board of Directors when decisions and/or recommendations are referred to that level.

Amendments to these policies and practices may be made and updated pages may be distributed from time to time.

Employees are responsible for familiarizing themselves with the contents of this Policy Book. Employees are responsible for acknowledging that the Policy Book has been read and its contents understood by signing the signature page that will be filed in the employee's personnel file.

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**POLICY#: 102**

SECTION I: Introduction

**SUBJECT: Equal Opportunity Employment**

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**POLICY**

Monterey Peninsula Airport District (Airport) is an equal opportunity employer and is committed to maintaining a work environment free from unlawful discrimination and/or harassment for all its current and prospective employees as well as persons providing services pursuant to a contract.

Airport makes employment decisions based on merit. It is our goal to have the best-qualified person in every position. Airport policy prohibits unlawful discrimination on the basis of race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability (the term disabled or disability will be construed to apply to those individuals covered by Title 2 California Administrative Code, §7293.6(c) et seq. and 42 U.S. Code §12102 and the regulations as defined pursuant to that section), medical condition (including cancer, or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breast feeding, or related medical conditions), genetic information, military or veteran status, sexual orientation (including homosexuality, bisexuality, or heterosexuality), or any other consideration made unlawful by Federal, State or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

The Airport is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the Airport and prohibits unlawful discrimination by any employee of the Airport, including supervisors and co-workers. The Airport considers the attainment of equal employment a major Airport objective and is committed to providing equal employment opportunities to all qualified persons and applicants.

The Airport will not discriminate with respect to recruitment, hiring, training, promotion, transfer, discipline, termination, and other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Airport-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions will be consistent with the principle of equal employment opportunity.

The Airport endeavors to recruit qualified individuals from appropriate sources that represent all segments of the community. Selection and advancement are determined based on relative ability, knowledge, and skills after a fair competitive process.

The Airport is committed to a policy and practice of complying with the Americans with Disabilities Act to ensure equal employment opportunity and non-discrimination for all qualified persons with disabilities in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments. Employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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Administrative and Personnel Policy Book**

**COMPLAINT PROCEDURE**

An employee or applicant who believes that he/she has been subjected to any form of unlawful discrimination should submit a complaint to their supervisor, department head or Executive Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If the employee needs assistance with his/her complaint, or if he/she prefers to make a complaint in person, he/she should contact the Executive Director. In the event an employee does not feel comfortable reporting to one of the identified individuals, employee may also report this information to the Airport's legal counsel.

Airport management will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If the Airport determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. The Airport will not retaliate against any employee or applicant for filing a complaint and will not knowingly permit retaliation by management or other employees.

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**POLICY#: 103****SECTION I: Introduction****SUBJECT: Prevention of Harassment and Discrimination**

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**PURPOSE**

Monterey Peninsula Airport District (the Airport) is committed to providing a work environment that is free of discrimination, harassment, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by these terms; provides avenues for reporting discrimination, harassment, and retaliation, and provides a procedure for investigation and resolution of employee complaints. The Airport encourages all employees, applicants, volunteers, unpaid interns and contractors to report any conduct that is believed to violate this policy as soon as possible.

**POLICY**

Harassment or discrimination on the basis of race, religion (including all aspects of religious belief, such as grooming practices and religious dress), color, sex (including pregnancy and breastfeeding), gender, gender identity (including transgender), gender expression, national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, or membership in any other legally protected category is unlawful and will not be tolerated. This prohibition against harassment and discrimination applies to the treatment of employees, applicants, unpaid interns or volunteers by a supervisor, management employee, elected or appointed official, co-worker, member of the public, or contractor.

Appropriate remedial measures, including disciplinary action, up to and including termination, will be instituted if prohibited behavior is found.

Any retaliation against a person for filing a complaint or participating in the complaint resolution process is prohibited. Individuals found to be retaliating in violation of this policy will be subject to disciplinary action, up to and including termination.

**DEFINING HARASSMENT, DISCRIMINATION, AND RETALIATION****Harassment**

Harassment can take many forms and includes, but is not limited to, the following conduct:

- Speech, such as slurs, jokes, stories, statements, epithets, derogatory comments, unwanted sexual advances or invitations, or inappropriate comments on appearance (including dress or physical features).
- Visual conduct, such as derogatory posters, cartoons, drawings, or gestures.
- Physical acts, such as offensive touching, assault, or any physical interference with normal work or movement when directed at an individual.
- Threats or unwanted sexual advances, requests for sexual favors, and other acts of a sexual nature where rejection of the conduct is used as the basis for employment decisions, offers of job benefits in return for sexual favors, or where the conduct is intended to or does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

**Guidelines for Identifying Unlawful Harassment**

Harassment includes any conduct taken because of the recipient's protected category, which would be unwelcome to an individual of a protected category. Protected categories include: race, religion (including all aspects of religious belief, such as grooming practices and religious dress), color, sex (including pregnancy and breastfeeding), gender, gender identity (including transgender), gender expression, national origin, ancestry, citizenship status, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military or veteran status, and any other characteristic protected by the Federal or State employment discrimination laws.

- The appearance of "voluntary consent" by the recipient may not be genuine. Harassment may still be occurring. There are many reasons why a recipient might appear to consent.
- Harassment can evolve over time. Just because no one objects to the behavior at the moment does not mean that the joke, gesture, picture, physical contact, or comment is welcome.
- Consensual visual, verbal, or physical conduct by two employees may be offensive to a third party and can constitute harassment of that third party.
- Conduct can be considered harassment even if the individual in violation of this policy has no intent to be harassing.

**Other Forms of Harassment**

Unlawful harassment is unwelcome or offensive conduct with the purpose or effect of unreasonably interfering with an individual's work performance, or which creates an intimidating, hostile, or offensive working environment that is motivated by or directed to an employee on the basis of a protected category.

**Discrimination**

This policy prohibits treating an individual inequitably because of the individual's protected category as defined in this policy.

**Retaliation**

Retaliation is defined as any adverse treatment of an applicant, employee, or contractor that occurs because that person has reported harassment or discrimination, or has participated in the complaint and investigation process.

**MONTEREY PENINSULA AIRPORT DISTRICT REPORTING PROCESS – MAKING A COMPLAINT**

Any employee, job applicant, unpaid intern, volunteer, or contractor who believes he or she has been unlawfully harassed should promptly report it orally or in writing to their supervisor, manager, the Deputy Executive Director of Finance and Administration, or the Executive Director. In the event an employee does not feel comfortable reporting to one of the identified individuals, employee may also report this information to the Airport's legal counsel.

**Supervisors Must Report**

Any supervisor who receives a complaint of unlawful harassment or who observes or otherwise learns about conduct that may be in violation of this policy must notify the Deputy Executive Director of Finance and Administration, or the Executive Director immediately. In the event that a supervisor does not feel

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**POLICY#: 103****SECTION I: Introduction****SUBJECT: Prevention of Harassment and Discrimination**

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comfortable reporting to one of the identified individuals, the supervisor may also report this information to the Airport's legal counsel.

- Upon receiving notification of a harassment complaint, the Airport will:
- Provide the complainant with a timely response indicating that the complaint has been received and that a fair, timely, and thorough investigation will be conducted.
- Authorize and supervise a timely, impartial, fair, and thorough investigation of the complaint by qualified personnel. The investigation will be documented and tracked for reasonable progress. The investigation will afford all parties with appropriate due process, and may include interviews with the complainant, the accused harasser, and other persons, as applicable, who have relevant knowledge concerning the allegations in the complaint.
- Review the factual information gathered through the investigation to reach a reasonable conclusion as to whether the alleged conduct constitutes harassment, discrimination, or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- Timely report a summary of the determination as to whether harassment occurred to appropriate persons, including the complainant, the alleged harasser, and the supervisor or Manager. If discipline is imposed, the level of discipline will not be communicated to the complainant. Take prompt, appropriate, and effective remedial action if conduct in violation of this Policy occurred. The remedial action will be commensurate with the severity of the offense. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination.
- Take reasonable steps to protect the complainant from further harassment, discrimination, or retaliation.

### **Reporting and Performance Standards**

An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

### **Other ways to Report**

This policy is not intended to prohibit employees, job applicants, unpaid interns, volunteers, or contractors from filing complaints with the California Department of Fair Employment and Housing or the Federal Equal Employment Opportunity Commission or to prevent them from pursuing other available judicial remedies. These agencies may be contacted as follows:

- California Department of Fair Employment and Housing (DFEH)
- (800) 884-1684 or [www.dfeh.ca.gov](http://www.dfeh.ca.gov)
- Federal Equal Employment Opportunity Commission (EEOC)
- (800) 669-4000 or [www.eeoc.gov](http://www.eeoc.gov)

### **NO RETALIATION**

The Airport is committed to ensuring that all employees, applicants, and contractors who feel comfortable in raising issues regarding conduct that violate this policy without fear of retaliation. The Airport's



commitment also is intended to encourage Airport employees to cooperate in investigations of alleged violations of this policy by providing honest, truthful, and complete information without fear of retaliation. Employees, applicants and contractors should feel free to report claims of unlawful harassment without fear of retaliation of any kind. The Airport strictly prohibits any form of retaliation against any applicant, employee or contractor who, in good faith, makes a complaint, raises a concern, provides information, or otherwise assists in an investigation, complaint or proceeding related to any alleged violation of this policy.

### **CONFIDENTIALITY**

Every possible effort will be made to assure the confidentiality of complaints made under this Policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. Thus, confidentiality will be maintained to the extent possible. The Airport will not disclose a completed investigation report, except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or a court order.

### **TRAINING**

The Airport will provide training to all employees who act in a supervisory capacity, and to elected officials in accordance with applicable Federal or State law. Training will be presented by knowledgeable trainers or educators with expertise in the prevention of harassment, discrimination, and retaliation and will include:

- At least two hours of classroom or other effective interactive training and education regarding sexual harassment and the negative effects of abusive conduct.
- Training, which includes information and practical guidance regarding Federal and State statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment.
- The remedies available to victims of sexual harassment in employment.
- Practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation.

### **Responsibilities**

#### **Managers and supervisors are responsible to:**

- Inform employees of this Policy.
- Model appropriate behavior.
- Take all steps necessary to prevent harassment, discrimination, or retaliation from occurring.
- Receive complaints in a fair and professional manner, document complaints received, and escalate complaints per this Policy so that they may be investigated and resolved.
- Monitor the work environment and take immediate appropriate action to stop potential violations, such as removing inappropriate pictures or correcting inappropriate language.
- Follow up with those who have complained to ensure that the behavior has stopped and that there are no reprisals.
- Assist, advise, or consult with employees and the Deputy Executive Director of Finance and Administration regarding this Policy and Complaint Procedure. Assist in the investigation of complaints involving employee(s) in their departments as required and appropriate, and, if the complaint is substantiated, recommend appropriate corrective or disciplinary action in accordance with Airport rules, up to and including termination.

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**POLICY#: 103**

SECTION I: Introduction

**SUBJECT: Prevention of Harassment and Discrimination**

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- Implement appropriate disciplinary and remedial actions as directed.
- Report potential violations of this Policy of which a manager or supervisor becomes aware, regardless of whether a complaint has been submitted, to the Deputy Executive Director of Finance and Administration.
- Ensure that required posters are displayed in the workplace.

**Each employee or contractor is responsible for:**

- Treating all employees and contractors with respect and consideration.
- Modeling appropriate behavior.
- Fully cooperating with the Airport's investigations by responding fully and truthfully to all questions posed during the investigation.
- Reporting any act, he or she believes in good faith constitutes harassment, discrimination, or retaliation as defined in this Policy and as provided in this Policy Book.



**SECTION II:**  
**EMPLOYMENT PRACTICES**



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**POLICY**

In accordance with The Immigration and Control Act of 1986, the Airport hires only those individuals who are lawfully authorized to work in the United States.

Each new and rehired employee must provide original and current documentation to the Airport to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to the Airport within seventy-two (72) hours of date of hire. Providing false documentation or making false statements on the verification form will be grounds for immediate termination.

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**POLICY#: 202****SECTION II: Employment and Legal Administration****SUBJECT: Business Ethics**

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**POLICY**

It is the policy of the Airport to conduct business in accordance with the letter and the spirit of the law and in conformity with ethical standards.

Accordingly, employees must not take any action on behalf of the Airport that violates any law or regulation. Employees must adhere to ethical standards in the conduct of business. Employees may not engage in activity that results in a conflict of interest with the Airport or that reflects unfavorably on its integrity. Employees violating these standards are subject to disciplinary action, up to and including termination.

In situations involving ethical judgments, employees are encouraged to discuss matters with their supervisors or with the Executive Director of the Airport to determine the correct course of action. Certain management employees are also subject to the Airport's Conflict of Interest Code disclosure requirements. The Airport will comply with all applicable laws and regulations with regard to employees who engage in whistleblowing activities. Detail of current law may be found on employment posters located near the employee break areas.

**GUIDELINES**

The following are guidelines for ethical conduct that the Airport employees are expected to practice.

1. Adhere to all Airport financial policy and procedure.
2. Document use of Airport funds accurately and completely. No payments will be made with the understanding that any part is to be used for any purpose other than that described by the records supporting the payment.
3. Acceptance of gifts or cash equivalents from any person or entity doing business with the Airport is never permissible if the amount exceeds the limits established by the Fair Political Practices Commission. Gifts, favors and entertainment may be given to others at the Airport's expense only if they are consistent with accepted business practices and are of such limited value that they cannot be considered as a bribe or pay-off.
4. Observe the highest standards of ethical conduct in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any unfair actions, or participate in any activity intended to damage the Airport, other agencies or the public.
5. Report potential or actual wrongdoing. If an employee is asked to perform any act that appears unlawful, or to make or omit unlawfully any entry on the Airport's records or reports, or to suppress or hide any information in violation of policy or the law, or to disclose information in violation of policy or the law, it is that employee's duty to bring the matter to the attention of his/her manager, Department Head, and/or the Executive Director. In the event an employee does not feel comfortable reporting to one of the identified individuals, employee may also report this information to the Airport's legal counsel. An employee reporting issues of this nature will not be retaliated against.
6. Airport letterhead/stationery may be used only for Airport matters and not for personal or non-official correspondence.
7. Treat coworkers with courtesy, honesty, respect and understanding. Job-related problems should be discussed clearly, objectively, and without blame; and differences resolved fairly, professionally and promptly. Confidential matters pertaining to employees will be respected.



8. Be polite, courteous, prompt and attentive to every person who calls or visits the Airport's offices and to each other. When a situation arises where the employee does not feel comfortable or capable of handling an issue from the public, the employee's supervisor should be contacted for assistance.
9. Safeguard confidential information obtained during employment. In the course of work, employees may have access to confidential information regarding the Airport, its customers, elected officials or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information, including to any media, unless it is necessary for the employee to do so in the performance of duties or required by law.
10. Avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Airport. A conflict of interest exists when the employee's loyalties or actions are divided between the Airport's interests and those of another, such as a political figure or vendor/supplier. Both the fact and the appearance of a conflict of interest should be avoided.
11. During working hours, devote attention and energies to their jobs. Regular full-time employees may not hold another paid job without approval from the Executive Director. The Executive Director may provide written approval of the outside employment, either upon hire by the Airport or when an employee requests review of outside employment so long as the outside job will not interfere with the employee providing satisfactory performance of his/her job responsibilities for the Airport. Outside employment may present a conflict of interest and be prohibited if it has an actual or potential adverse impact on the Airport. If the outside employment is authorized, the Airport assumes no responsibility for it. The Airport will not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

The reputation and good name of the Airport depends upon the honesty and integrity of each employee. It is important that employees use good judgment in the performance of their duties and responsibilities. Employees are encouraged to share their work-related concerns, seek information, provide input, and resolve work-related problems/issues through their immediate supervisor, and as appropriate, consult with any member of management toward those ends. The Airport's objective is to listen to employee concerns, to encourage employee input, and to seek resolution to work-related concerns, problems, and issues.

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**POLICY#: 203**

SECTION II: Employment and Legal Administration

**SUBJECT: Employment Categories**

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**POLICY**

Employees are categorized into one of three different types of employment status: regular full-time, regular part-time, and temporary help. For the purposes of the policies included in this Administrative and Personnel Policy Book, Board members are not employees. The Executive Director is the Executive Officer and Hiring Authority for the Airport.

**AIRPORT EMPLOYMENT STATUS****Regular Full-Time Employee**

Employees in this category have successfully completed a probationary period and regularly work a minimum of forty (40) hours per week. Employees in this status are required to participate in the State retirement program (CalPERS), and are eligible to participate in all benefit programs offered by the Airport subject to the terms, conditions and limitations of each benefit program.

**Regular Part-Time Employee**

Employees in this category have successfully completed a probationary period and regularly work more than twenty (20) hours but less than forty (40) hours per week. Employees in this status are required to participate in the State retirement program (CalPERS), and may participate in other benefits at the Airport, on a prorated basis and as defined by Federal or State law.

**Temporary Help**

The Airport may hire full-time or part-time temporary help to assist Airport personnel in the accomplishment of specific projects or business goals. Such temporary help will be hired for less than nine hundred sixty (960) hours each fiscal year.

Temporary employees are paid on an hourly basis and are not eligible to participate in any benefits other than those that are mandated by State and/or Federal laws and regulations. Temporary employee status is not considered for seniority or benefit longevity purposes if the employee is subsequently hired as a regular full-time or regular part-time employee.

**MANDATED EMPLOYMENT CLASSIFICATIONS**

All Airport positions are classified as either exempt or non-exempt according to Federal and State legal guidelines.

**Exempt Positions**

If a position is classified as exempt as defined by applicable Federal laws, no overtime compensation will be paid to employees occupying that position.

**Non-exempt Positions**

Employees designated as non-exempt are paid on an hourly basis with overtime compensation paid in accordance with the Fair Labor Standards Act (FLSA) and any applicable MOU.

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**ADDITIONAL EMPLOYMENT CATEGORIES**

**Disaster Workers**

Government Code §3100-3109 designates all public employees as disaster workers in protection of State citizens and resources. As disaster workers, employees are required to serve during a State or local emergency providing disaster service activities as assigned by an Airport supervisor or manager.

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**POLICY#: 204****SECTION II: Employment and Legal Administration****SUBJECT: Probationary Period**

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**POLICY**

The probationary period is an intrinsic part and extension of the employee selection process during which time the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Probationary employees must show that they can perform the duties of the job without a need for closer supervision and monitoring than is reasonable for the position. Probationary employees must take the initiative to understand policies, regulations, and instructions and are required to deliver quality service on behalf of the Airport. Probationary employees must work and conduct themselves in a professional manner that is appropriate for the job and that exemplifies the values of the Airport to other employees, managers, supervisors, and the public. Periodically during a probationary period (at a minimum at the mid-point and just before the end of the probationary period), employee performance is evaluated

For all Airport employees, except as defined otherwise in an applicable employee agreement, a probationary period consists of the twelve (12) months following the date of hire into a regular appointment. This period can, with notice, be extended up to three additional months at the recommendation of the supervisor and with the approval of the Executive Director. During the probationary period, employment may be terminated with or without cause and with or without notice. There is no grievance or appeals process upon release from probation. The Executive Director's decision is final, and the probationary employee is not entitled to any due process.

Upon promotion, an employee will also serve a 12-month probationary period (or for a duration specified in an applicable employment agreement), before obtaining regular status in that position. The anniversary date of the employee will be revised to coincide with the date of the promotion.

At the discretion of the Executive Director, a promoted employee unable to satisfactorily perform the duties and responsibilities of the promotional position may be returned to his/her previously held position during or at the conclusion of the probationary period.

## **POLICY**

The purpose of the Airport classification plan is to provide a system that creates an understanding of the roles, responsibilities and relationships of each job classification within the Airport, and which provides options for career advancement

A classification plan is comprised of individual class descriptions.

Class descriptions identify the essential duties, responsibilities, level of authority, knowledge, skills, education, experience, licenses and certifications required to meet the minimum performance standards for each classification at the Airport.

The Board is responsible for adopting the classification plan and authorizing the number of Airport positions. The Executive Director is responsible for ensuring that accurate class descriptions exist for all positions.

## **PROCEDURE**

Whenever one or more new positions or classifications are to be established, or whenever, because of any change in organization or method, a significant change in duties or responsibilities of any existing position is to be made that requires the amendment of the classification plan, such revision and amendment of the classification plan will be made in the manner as provided herein:

1. Whenever the Executive Director proposes that a new class be created or that a significant change in duties or responsibilities of an existing class exists, a written report of the significant facts and a new or revised class description will be provided to the Board of Directors.
2. Based on the facts and report provided, the Board of Directors will evaluate the change of duties, and/or the new duties/responsibilities and adopt an appropriate classification and salary range. The Salary Schedule will be amended and approved by the Board of Directors.
3. The Executive Director is responsible for the preparation of a class specification for each classification in the Salary Schedule adopted by the Board of Directors. The class specifications describe common distinguishing characteristics for each classification such as title, nature of work, supervision received and exercised, examples of typical and related duties, qualifications, requirements, and relationship to other classifications in the career series, if applicable. Class specifications will be updated, maintained, or may be created on a temporary basis as the Executive Director determines necessary to properly describe the work performed and to accomplish Airport's mission, purpose and programs.
4. The Executive Director is responsible for the classification of individual positions and the assignment of classes to salary ranges within currently approved salary schedules as may be required to accomplish the Airport's mission, purpose and programs, provided that such actions are consistent with policy and will not exceed the approved budget for personnel expenses. For reassignment of a particular class to a different salary range, the Executive Director must request the official salary schedule be amended by the Board of Directors.

**DEFINITIONS OF CERTAIN CLASSIFICATION-RELATED EMPLOYMENT ACTIONS**

Employees can transition between allocated positions through one of the following mechanisms:

**Voluntary Demotion**

A voluntary demotion is the movement of an employee from one class to another class having a lower maximum rate of pay. An employee who is demoted must meet the current minimum qualifications for the classification to which he or she is requesting demotion. The Executive Director has discretion to determine whether a probationary period is needed.

**Promotion**

A promotion is the movement of a qualified employee from one classification to a position in a classification having a higher maximum rate of pay. Promotion occurs through the competitive examination process. The appointment of an employee to a “trainee” class where he/she will advance without further competition to a position allocated at a pay level above the employee’s current pay range is a promotion. Probationary periods are required for promotional appointments.

**Transfer**

A transfer is a change from one position to another in the same class; or a change from a position in one class to a position in another class with an equal maximum rate of pay.

An employee who is transferred must meet the current minimum qualifications for the classification to which he or she is being transferred.

## **POLICY**

Performance Evaluation is a constructive, collaborative process used to assess the performance of an employee, and to acknowledge strengths and weaknesses in performance over a prior fixed period of time. Performance evaluations are not disciplinary actions and thus, incidents referred to within a performance evaluation, to the extent they describe performance deficiencies should not be an employee's initial notice that a performance problem had occurred.

### **PURPOSE OF PERFORMANCE EVALUATIONS**

The purposes of the performance evaluation include, but are not limited to, the following:

- a. To accurately assess the individual employee's performance during the period under review;
- b. To identify and acknowledge positive elements of job performance;
- c. To identify deficiencies in performance;
- d. To provide or identify measures to correct such deficiencies; and
- e. To identify potential career development objectives and to provide strategies for achieving those objectives.

### **PERFORMANCE RATINGS**

Performance evaluations shall contain ratings for each area of assessment that are critical to measurement of performance, as well as an overall rating.

Each area of assessment shall provide a space for the supervisor to include comments and within which specific details regarding the employee performance shall be listed. Each assessment area shall be summarized with a rating determination based on performance of:

1. Exceptional
2. Exceeded Expectations
3. Met Expectations
4. Needs Improvement
5. Unsatisfactory

Each Performance evaluation shall contain an overall rating of one of the five available ratings listed above.

- It is anticipated that 10-15% of staff will rate as "Exceptional"
- 20-30% of staff are anticipated to rate as "Exceeds Expectations"
- 60-65% of staff are anticipated to rate as "Meets Expectations"
- 5-10% of staff are anticipated to rate as "Needing Improvement or Unacceptable"

### **PERFORMANCE GUIDANCE**

An employee's evaluation shall be sufficiently specific, and include sufficient detail to inform and guide the employee in the performance of her/his duties. Performance standards are guidelines for performing the duties of a specific job. Performance standards and guidelines for performing the duties of a specific job shall be reasonable. Supervisors shall include a section in each evaluation containing specific goals for future performance and career development. These aspects of future performance shall be collaboratively developed with the employee.

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**POLICY#: 206****SECTION II: Employment and Legal Administration****SUBJECT: Performance Evaluations**

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**ANNUAL PERFORMANCE ASSESSMENT**

The performance of each non-probationary employee shall be evaluated at least annually. Forty-five (45) days before an employee anniversary date, the employee shall be provided with a self-evaluation form in the format of an evaluation. The form shall include spaces for all sections of the performance evaluation. Within two weeks, the employee shall complete the self-evaluation form, providing a self-rating and description of aspects of successful or unsuccessful performance. The Employee shall return the completed form to their supervisor no later than thirty (30) days before the anniversary date.

The supervisor shall thereafter complete the performance evaluation, taking into consideration the self-evaluation information provided by the employee and any and all other information available covering the prior year's performance. The supervisor shall complete the evaluation no later than fourteen (14) days before the anniversary date.

Within seven (7) days following completion of the evaluation, the supervisor and employee shall meet to discuss the completed evaluation. During this meeting, the supervisor shall discuss all evaluation metrics with the employee and any future goals or performance targets shall be specifically addressed. Following this meeting, the supervisor and employee may agree on modifications to future performance goals, if applicable and the employee shall sign the evaluation to acknowledge receipt. If an employee determines they are unwilling to sign the evaluation, the supervisor shall note the employees' refusal to sign on the evaluation document.

**FAILURE TO ISSUE AN EVALUATION:**

In the event a written evaluation was due but not completed as provided for in this policy, the employee shall be entitled to any increase due, retroactive to their anniversary date. In the event an employee's evaluation remains incomplete at forty-five (45) days after their anniversary date, the employee performance shall be deemed to be the same as for the prior evaluation period and the employee shall receive the corresponding increase due, retroactive to the anniversary date. Performance shall be deemed to remain the same unless and until a new evaluation is completed in accordance with this policy.

**EMPLOYEE RESPONSE TO AN EVALUATION**

Performance evaluations shall not be grievable or subject to disciplinary appeal processes. Within thirty (30) calendar days after receiving a performance evaluation, an employee may write comments and/or a rebuttal statement pertaining to her/his evaluation or add relevant materials, which may supplement, or enhance the evaluation. When such written comments or supplemental materials are received by the Airport, they shall be reviewed by the Executive Director who may determine that a revised evaluation be issued containing modifications addressing the employee concerns. This shall be the final evaluation.

**PLACEMENT IN PERSONNEL FILE**

Evaluations shall be placed in the employee personnel file, and thereafter the employee may, within thirty (30) days, attach any final comments or rebuttal.



## **PURPOSE**

The purpose of the Airport Compensation Policy is to establish objective guidelines to be used in establishing compensation for Airport positions. These guidelines are intended to ensure that Airport's compensation practices are consistent with its public service mission, reflect its organizational values, and support related strategic plan objectives.

The Airport recognizes that compensation practices impact labor costs, and that labor costs account for a significant portion of the total cost to provide safe, reliable service to its customers. The Airport recognizes that the quality and performance of its staff has a significant impact on the Airport's ability to successfully carry out its mission. In establishing a compensation policy, the Airport is balancing its objective to attract, retain, and develop high quality staff with its objective to maintain the financial health and sustainability of the Airport.

## **FACTORS CONSIDERED IN ESTABLISHING COMPENSATION**

In setting compensation levels, the Airport considers the following factors:

### **Total Compensation**

Airport considers total compensation, which includes wages and benefits. Benefits include active employee benefits and post-employment (retirement) benefits. Active employee benefits include examples such as paid vacation, holidays, and sick leave; medical and dental insurance; and related benefits. Post-employment benefits include pre-tax retirement savings benefits, pension benefits, and post-employment medical insurance. The Airport considers total compensation to ensure meaningful comparison between other comparable public-sector agencies and to ensure both short and long-term fiscal impacts are considered.

### **Regional Market Comparison Benchmarks**

The Airport periodically conducts compensation surveys to compare its total compensation to that of other comparable public-sector agencies. These benchmarking comparison agencies will be representative of the agency and its employee classifications.

### **Market Competitiveness**

The Airport recognizes that in seeking to recruit and retain high quality staff, it is competing with other employers within its industry and region. In evaluating compensation levels, the Airport also evaluates its market competitiveness based on data from the most recent compensation information collected from the compensation survey, and on data about the Airport turnover and recruitment success.

### **Cost of Living Adjustments (COLAs)**

COLAs are applied to provide uniform adjustments to wage ranges across all job categories, with the intent of maintaining the purchasing value of wages under varying regional economic conditions. COLA adjustments are typically linked to standardized regional cost-of-living indices.

## **BALANCING COMPENSATION AND FINANCIAL SUSTAINABILITY GOALS**

The Airport manages its compensation and resulting total cost of labor as one of several significant components that influence the Airport's financial sustainability.

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**POLICY#: 208****SECTION II: Employment and Legal Administration****SUBJECT: Compensation Administration**

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**POLICY****PURPOSE**

Generally, the Airport's compensation is designed to include pay ranges for each class. Within such authorized pay ranges, the Airport's compensation program will be administered according to the following principles:

**WAGE AT HIRE**

Employees are normally hired at the lowest salary level in the applicable range. New employees may, however, be hired at a pay rate greater than the minimum in consideration of such factors as advanced or specialized education or training, level of experience, possession of highly developed technical skills, demonstrated achievements or labor market competitiveness. An applicant recommended for hiring above the starting salary rate will receive advance approval of the Executive Director. All new employees will be advised at the time of hire as to their starting rate of pay.

**WAGE INCREASES**

Upon an appropriate determination of work performance progress and productivity, employees may be considered eligible for a merit increase in salary once each year. Typically, consideration for a merit increase will be made on an employee's anniversary date, the anniversary of his/her hire or most recent base salary change.

An increase in salary is not automatic upon completion of specific periods of service. Employee performance will determine whether an employee receives an increase in pay. Salary increase will be implemented in compliance with performance evaluation policy.

**UPON PROMOTION**

Employees who are promoted to a position in a class with a higher pay range, will be entitled to receive the rate of compensation at the lowest level of the class to which they have been promoted. In cases where the pay ranges overlap, compensation upon promotion will be at the rate in the range of the new class that is at least 5% greater than the employee's current rate, provided that it is in the new range. The next higher rate will be determined on the basis of base pay and will not consider any base pay additives. An anniversary date will be established for purposes of eligibility for future step increases and is the effective date of the promotion.

**UPON TRANSFER OR VOLUNTARY DEMOTION**

In the case of a voluntary demotion of any employee from one position to another position in a class with a lower pay range, the employee will be compensated at the pay rate within the range for the new class which is nearest to the employee's pre-demotion pay unless a higher pay rate is authorized by the Executive Director. The employee will retain his/her original anniversary date.

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In the case of the permanent transfer of any employee from one position to another in the same class, or to another class in the same pay range is applicable, the employee will remain at the same pay rate and will retain his/her original anniversary date.

### **OUT-OF-CLASS ASSIGNMENT**

An out-of-class assignment is the temporary assignment of an employee currently in a lower job classification to the full-time performance, as determined by the Airport, of a higher job classification. An out-of-class assignment will be made in writing by the employee's supervisor or manager and must be approved by the Executive Director in advance of the commencement of the assignment.

After an employee has performed an out-of-class assignment for twenty (20) consecutive working days, such employee will receive additional compensation as required by the applicable MOU or employment agreement, or in the absence of such MOU/employment agreement, as determined by the Executive Director, beginning on the twenty first (21<sup>st</sup>) day and continuing until said employee is no longer assigned the duties of the higher-level class.

### **PAY PERIOD AND PAY DAY**

All employees are paid twice monthly. Pay periods cover the 1st through the 15th with the payday on the 15th, and from the 16th through the last day of the month with the payday on the last day of the month.

Paycheck will include earnings for all work performed through the end of the payroll period. If a payday falls on a non-business day, the payday will generally fall on the business day preceding the regular payday.

By law, required deductions must be made in each pay period for federal and state income taxes, and State disability insurance.

Employees may contact payroll and accounting staff should they have any questions about payroll or paychecks. Payroll staff will address employee questions and concerns in a reasonable time frame.

### **DIRECT DEPOSIT**

The Airport employees will have their paycheck directly deposited to a financial institution of their choice. The limit of accounts that a paycheck can be deposited to is limited by the maximum capacity of the payroll system. A direct deposit authorization form must be submitted to the Finance and Administration Department. Two pay periods are required to process the direct deposit.

### **NATURAL DISASTER / EMERGENCY CLOSURES**

In the event of a natural disaster or equivalent event that requires the Executive Director to temporarily close the Airport facilities, employees will be compensated as follows:

When official notification from management to close the facility is received less than two hours prior to or after an employee's scheduled workday has begun, the employee will receive pay for the scheduled work day. If notification is made at least two hours before an employee's scheduled workday has begun, absence from scheduled work will be unpaid. However, with approval from management, employees may use appropriate paid leave balances to receive compensation. Employees in essential operation may be asked

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**POLICY#: 208****SECTION II: Employment and Legal Administration****SUBJECT: Compensation Administration**

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to work on the day when facilities are officially closed. In these circumstances, employees who work will receive regular pay.

Employees, who were on scheduled vacation, sick leave, workers compensation or any other scheduled leave, whether or not paid, will be compensated according to the terms of their leaves, and not be eligible for compensation as described above.

## **POLICY**

The Airport establishes work hours consistent with its operating requirements and responsibilities. Work shifts, days, hours, and periods can be established and modified by the Airport within the limits prescribed by law, based on operating conditions and requirements, and may be further defined in an applicable employee agreement. Employees may not change their own regular work schedule without approval. Employees may request a change in work schedule through their manager. The manager will obtain approval from the Executive Director on the requested change in work schedule. Employees are not permitted to exchange shifts with another employee without the prior authorization of both employees' supervisors. Authorization to exchange shifts will depend on many factors, including interference with Airport operations, and overtime considerations.

All employees are assigned to work shifts with regular starting and quitting times. Some Airport operations and services may be scheduled on a ten (10), sixteen (16), or twenty-four (24) hour basis, seven days a week. Employees are required to be at their assigned work locations at their designated starting time, in appropriate work attire, ready to work.

The Airport may consider approval of an alternate workweek schedule or flexible time for specific positions based on service levels and operational needs. Employees must obtain flexible time schedule approval by the Executive Director. Alternate workweek schedules are based on business need, and are not an entitlement.

Regardless of an assigned regular work schedule, the Airport has the right to require an employee to work any time before or after the regular workday or regular workweek including weekends, evenings, and/or holidays. Employees may be required to work overtime.

Two paid rest breaks of fifteen (15) minutes each are provided each workday, to be taken separately during the first half of a shift and once again during the last half of a shift. Additional paid breaks may be authorized for extended shifts. Break periods cannot be added on to the lunch break, taken at the beginning or end of the workday, or banked for use at another time.

Employees are required to record all work time on official Airport records. All overtime must be pre-approved by a supervisor or manager. Failure to follow the Airport's overtime approval procedures will result in being paid for all hours worked, and may also result in disciplinary action, up to and including termination for violating the overtime approval procedures.

Employees in non-exempt positions earn overtime at the rate of one and one-half times the regular rate of pay for all hours worked in excess of the FLSA-prescribed maximum for a designated work period.

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**POLICY#: 210****SECTION II: Employment and Legal Administration****SUBJECT: Overtime/Compensation**

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**POLICY**

Overtime is compensated to the nearest 15 minutes. Overtime will be distributed as equally as practical among employees in a work unit.

An employee may elect, a preference to accrue compensatory time in lieu of overtime pay. Employees may accumulate up to a maximum of two hundred and forty (240) hours of compensatory time.

**CALL-BACK PAY FOR NON-EXEMPT MAINTENANCE EMPLOYEES**

When the Airport calls an employee back to work on other than a scheduled basis, such employee shall be paid at one and one-half (1.5) times the established rate of pay for the hours worked, commencing from the employee's arrival at the Airport and ending with the employee's departure, but in no event for less than two (2) hours. An employee called back more than once during the minimum two (2) hour period shall not receive additional pay for those additional call-backs.

In the event the call back situation is handled via a telephone call and actual call back is not required, the employee will be compensated at a flat rate of ten dollars (\$10.00) per occurrence.

**ON-CALL PAY FOR NON-EXEMPT MAINTENANCE EMPLOYEES**

MPAD will provide on-call pay compensation at the flat rate of two hundred dollars (\$200.00) for the one-week (7-day) period that an employee is assigned to be on an "on-call status" and is expected to be capable of arriving at the work site and available for work within one hour of being contacted. MPAD shall provide additional on-call pay compensation at the flat rate of fifty dollars (\$50.00) per day for each holiday during the one-week (7-day) period that the employee is assigned to on-call. On-call personnel will be selected by the Supervisor, preferably from volunteers who are qualified to perform emergency tasks; selection is subject to approval by the Manager. If an on-call employee is sick or unable to be on-call one day during the assigned 7-day period \$20 will be deducted for each day during the 7-day period the employee is unable to respond to report to work.

Personnel selected must, in the opinion of the supervisor, be qualified to perform all emergency tasks required.

In the event there are not a sufficient number of volunteers, qualified employees will be selected. Such employees will remain on call for a period of one week to coincide as nearly as possible with that of a bi-weekly pay period. On call assignments shall be rotated by seniority among qualified workers.

As required by law, overtime pay is based on actual hours worked. For the purpose of this policy, time off on a holiday will be defined as actual hours worked. Time off on vacation leave, sick leave or any leave of absence will not be considered as actual hours worked for purposes of overtime calculations.

The workweek at the Airport begins at 12:00 a.m. on Sunday and ends seven consecutive days later on Saturday at 11:59 p.m.

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## **POLICY**

Consistent attendance and punctuality are important to conducting the Airport's business, and are, therefore, an essential part of each employee's performance standards. Poor, inconsistent, or irregular attendance can produce disruptive results for Airport operations, and negatively impact overall productivity and continuity of work.

Attendance records are an objective, measurable element included in each employee's performance appraisal. They are also an element for all merit pay recommendations and promotions.

Employees are expected and required to report to their designated work location at the prescribed -time work activity is to commence. Tardiness, unexcused absence, failure to follow appropriate leave notice requirements, or failure to report as required may result in disciplinary action, up to and including termination of employment.

If an employee is unable to report to work as scheduled, and has not received prior approval from the supervisor to be absent, the employee must speak to his/her immediate supervisor or, if unable to reach immediate supervisor, the department manager, or another supervisor or manager prior to the scheduled reporting time, or be prepared to provide evidence of extenuating circumstances. If a supervisor or manager cannot be reached, a message may be left with an emergency message receiver and followed up at the earliest time practical with a call to the immediate supervisor. In all cases of absence or tardiness, the employee must provide the supervisor with the probable duration of absence.

Employees who are absent from work on an approved leave may be required to contact their direct supervisor on a regular basis as determined by the supervisor, to provide information as to their return to work status.

Excessive absenteeism, abuse of leaves, or failure to comply with any policy statement in this Policy Book related to attendance or leave practices, will be evaluated on a case-by-case basis to determine appropriate management action.

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**POLICY#: 212****SECTION II: Employment and Legal Administration****SUBJECT: Recruitment and Selection**

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**POLICY**

The Airport follows the following merit based procedures when filling positions. To enhance opportunities for career development among current employees, all vacant positions will be posted on the Airport designated bulletin boards. The Airport encourages internal promotion if appropriate job-related qualifications can be met. However, the Airport reserves the right to recruit externally. Airport employees may compete in any recruitment process.

**RECRUITMENT AND SELECTION PROCEDURES**

The Airport's employment processes will be conducted in a manner that is fair, efficient, and results in the employment of qualified candidates.

The Airport may utilize any legitimate procedure for attracting and selecting qualified applicants. Recruitment techniques may vary depending on the type of position, availability of qualified candidates, economic climate, and other considerations which may exist. Recruitments shall be conducted in accordance with equal employment opportunity principles.

Application materials will require information covering training, experience, and other job-related information designed to determine the most-qualified applicant. All applications and selection procedure materials are confidential records and will not be returned to applicants. Falsification or misstatement of material facts on application materials or during the selection procedure may result in rejection of the applicant or dismissal of the employee at any time. No applicant information will be asked that is prohibited under any state or federal law.

All selection procedures will be designed to assess the job-related qualifications of each applicant, consistent with merit system principles. The Airport may utilize any legitimate objective method to determine the qualifications of applicants, including without limitation, written tests, physical agility tests, oral examinations, training and experience review, panel interviews, assessment centers, and oral interviews. The Airport may hold the selection processes itself or contract with any competent organization or individual to prepare and/or administer selections procedures.

When necessary to meet requirements for filling positions, the closing date for any selection process may be indefinite and applicants may be evaluated continuously.

**BACKGROUND & MEDICAL VERIFICATIONS**

As part of the pre-employment procedure, applicants may be required to supply references, and submit to a thorough background check. In addition, all employees must be physically and mentally capable of performing the essential functions of their jobs with or without reasonable accommodation. The Airport has the right to conduct a complete and exhaustive background investigation on all applicants seeking employment, including a criminal background check, where applicable, and a medical and/or psychological examination by Airport -retained medical practitioners, where deemed appropriate by the Airport. However, any medical or psychological examination will be conducted only after a conditional job offer has been made, in accordance with applicable law. If the candidate refuses to authorize or participate in any of the pre-employment checks required for the position for which he/she has applied, the candidate will be considered to have withdrawn his/her application for Airport employment.

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**Disqualification**

The Airport may disqualify any candidate for any legitimate reason. An applicant has no right to grieve or appeal any such actions by the Airport. Any one or more of the following reasons may result in disqualification.

- **Improperly Completed Application:** The applicant did not properly or timely complete the application materials.
- **Minimum Qualifications:** The application indicates on its face that the applicant does not possess the minimum qualifications for the position.
- **Essential Duties:** The applicant is unable to perform the essential functions of the position sought, with or without reasonable accommodations.
- **Illegal Drugs:** The applicant is currently using illegal drugs.
- **Legal Right to Work:** The applicant is not legally permitted to work within the United States.
- **False Statements:** The applicant has made false statement of any material fact or practiced or attempted to practice deception or fraud in making the application for employment.
- **Material Cause:** Material cause, in the judgment of the Executive Director, is circumstances which would render the applicant unsuitable for the position, including but not limited to a prior resignation from the Airport, termination from the Airport or other employer, significant disciplinary action by the Airport or other employer, or conviction of a crime which has a nexus to and may have an adverse impact on the applicant's ability to perform the job for which the applicant is applying.

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**POLICY#: 213**

SECTION II: Employment and Legal Administration

**SUBJECT: Orientation**

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**POLICY**

All new employees participate in an employee orientation that includes Airport administrative and safety practices and procedures in accordance with the Airport's adopted Injury and Illness Prevention Program.

**POLICY**

The employment of relatives may lead to various challenges that include, but are not limited to, charges of favoritism, conflicts of interest, and scheduling conflicts that may work to the disadvantage of both the employee and the Airport.

For the purpose of this policy, the term relative will be defined as a spouse, or state-registered domestic partner, child, step-child, parent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, cousin, niece, nephew, parent-in-law, brother-in-law, sister-in-law, or any other individual related by blood, marriage, living in the same household, or the equivalent relationships through a lawfully registered domestic partnership, or having a personal relationship that may be perceived as compromising employment objectivity.

Relatives of regular employees may not be employed in the same department, nor transferred, promoted or demoted into the same department, nor placed in a position to evaluate a relative or be in the same line of supervision.

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**POLICY#: 215****SECTION II: Employment and Legal Administration****SUBJECT: Personnel Records**

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**POLICY**

Personnel files are confidentially maintained in accordance with federal and state guidelines and may be viewed by Airport management or supervisory staff as necessary for business operations and as allowed by law.

An employee may inspect his/her own personnel file, upon reasonable notice and during regular business hours on regular business days. Employees who wish to review their personnel files should request an appointment to do so with Human Resources. Upon written consent from the employee, a representative of the employee may also review an employee's personnel file. Human Resources will arrange a time within one week of receipt of an authorized request to review a file.

Employees will receive contemporaneous copies of any documents placed in their personnel file. Subsequent copies will be provided upon written request. Employees may respond in writing to anything that is in the personnel file, including any negative information, and may request that the response be considered for inclusion in their personnel file. The file is the property of the Airport. Employees may not remove or add items to their personnel file without Airport approval and the file must remain in the custody of the Airport at all times.

**PERSONAL AND CONTACT INFORMATION UPDATE**

Employees are responsible for notifying Human Resources of changes in name, address, telephone number, driver's license, dependent information for benefit coverage purposes, marital status, beneficiary, education certificates or any other pertinent information related to their service to the Airport or public disaster worker status.

**REFERENCE/CREDIT INQUIRIES**

The Airport is authorized to verify position title and employment dates only. No other reference information will be released unless required by court order or Federal or State law. Any other information, including address and phone numbers, may be released only with a written authorization from the employee. All reference inquiries or legal requests for information regarding Airport employees should be referred to Human Resources for processing.

## **POLICY**

The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures in this Policy: (1) temporary employees, (2) provisional or seasonal employees, (3) probationary employees, (4) contract employees, and (5) any person who is designated “at-will” in any Airport policy, document, acknowledgement, applicable employment agreement, resolution, or ordinance.

Unless otherwise specified by an applicable MOU, the following constitutes the Airport’s policy regarding disciplinary actions:

### **CAUSES FOR DISCIPLINE**

Regular employees may be counseled, admonished, reprimanded, suspended, demoted, terminated or incur a reduction in pay for any of the following causes of discipline:

- Violation of any division rule, Airport policy, section in this Policy Book or Airport regulation, ordinance or resolution;
- Absence without authorized leave;
- Abuse of leave policies and practices or excessive unprotected absenteeism and/or tardiness;
- Use of disability leave in a manner not authorized or provided for pursuant to the disability leave policy or other policies of the Airport;
- Making any false statement, omission, or misrepresentation of a material fact;
- Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment;
- Unsatisfactory job performance including inefficiency, recklessness, or inability to meet deadlines or outcomes;
- Malfeasance or misconduct;
- Conviction for committing a job-related crime "Conviction" will be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation, or otherwise;
- The damaging of Airport property, equipment, or vehicles, or the waste of Airport supplies through negligence or misconduct;
- Insubordination, or insulting or demeaning the authority of a supervisor or manager;
- Dishonesty, theft, mishandling of public funds, or falsifying a public record;
- Violation of the Airport’s or a department’s confidentiality policies, or disclosure of confidential Airport information to any unauthorized person or entity;
- Misuse or unauthorized use of any Airport property, including, but not limited to: physical property, tools, equipment, Airport communication systems, Airport vehicles or intellectual property; Discourteous, rude, harassing, or retaliatory conduct in respect to treatment of the public or other employees;
- Failure to cooperate with employee's supervisor or fellow employees;
- Unapproved outside employment or activity that violates the Airport’s policy, or other enterprise that constitutes a conflict of interest with service to the Airport;

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**POLICY#: 216****SECTION II: Employment and Legal Administration****SUBJECT: Progressive Disciplinary Process**

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- Any conduct while in uniform, wearing Airport logo clothing or promotional items, on duty, on the premises or on an Airport work site that impairs, disrupts, or causes discredit to the Airport or to public service;
- Failure to follow safe work rules or to comply with Cal/OSHA Safety Standards and Airport safety policies;
- Altering, falsifying, and tampering with time records, or recording time on another employee's time record;
- Working overtime without prior authorization, or refusing to work assigned overtime, and;
- Carrying firearms or other dangerous weapons on Airport premises at any time, unless authorized to do so.

This list is not exhaustive, and other conduct may also constitute a cause for discipline in accordance with this policy. Moreover, and notwithstanding any identification of actionable conduct in this list, this policy does not intend to infringe upon and does not infringe upon conduct protected by the Meyers-Milias-Brown Act.

**ADMINISTRATIVE LEAVE**

A department manager may place an employee on an administrative leave with pay pending an investigation or potential disciplinary action. Administrative leave with pay is authorized: 1) when the department manager believes that the employee's continued presence at the work site could have detrimental consequences for Airport operations, or 2) pending investigation into charges of misconduct. If the charges against the employee are substantiated by the investigation, appropriate disciplinary action will be taken in accordance with this policy.

**TYPES OF DISCIPLINE**

Oral warnings and counseling memorandums shall not be deemed to be disciplinary actions. The types of personnel actions and/or discipline are:

Written reprimands shall be the lowest level of discipline. An employee who receives a written reprimand may, within thirty (30) days after receiving said reprimand, draft a response to the reprimand and have it attached and included in the personnel file.

Any other form of action taken against an employee for cause, including violations of workplace rules and involving the loss of pay, shall be deemed to be a disciplinary action; including, but not limited to suspension without pay, demotion, or termination of employment.

Employees proposed for discharge or other disciplinary action involving a loss of pay shall have the right to request a pre-disciplinary "Skelly" conference by filing a written request with the Executive Director within ten (10) calendar days of receipt of the proposed discipline.

Failure to request a pre-disciplinary due process "Skelly" conference shall not be deemed to

be a waiver of the right to appeal a disciplinary action if upheld. In the event discipline is upheld following exhaustion of pre-disciplinary due processes, the employee may appeal the determination, within five (5) calendar days from the date the notice of final discipline is received by the employee. If appealed, it shall

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be processed in accordance with the Airport's grievance procedures, beginning at Formal Step II – Fair Hearing Officer. Failure to timely appeal a final disciplinary action to the Grievance process shall be a waiver of all further appeals of the discipline.

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**POLICY#: 217****SECTION II: Employment and Legal Administration****SUBJECT: Grievance Procedure**

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**POLICY**

A grievance is defined as any violations or misapplication of any provision of the MOU, or of the M PAD Personnel Rules and shall be subject to resolution through the application of these Grievance Procedures.

Employee appeals of disciplinary action involving loss of pay, such as suspensions, demotions, and termination of employment shall use these grievance procedures, beginning with Formal Step II following exhaustion of any pre-disciplinary conference ("Skelly") completed prior to the disciplinary action becoming final.

**Informal Step:** Employees may informally grieve a violation or misapplication of the MOU or Airport Personnel Rules to their immediate supervisor. Employees may do so, orally or in writing, within thirty (30) days of the occurrence giving rise to the complaint that the MOU or personnel rules were violated. The Supervisor may take any appropriate steps to investigate the grievance and shall respond, in writing within ten (10) calendar days. If the grievant is unsatisfied with the response or no response is provided within the prescribed time period, they may, within ten calendar days, advance the grievance to Formal Step 1 (Department Head).

**Formal Step 1-Department Head:** An employee filing an appeal to the Department Head must provide a written summary of the grievance, including such facts as are required to identify the involved parties, the date of the violation(s), the nature of the complaint and the reasons that the grievant disagrees with the determination of the Supervisor at the informal step. A Department Head may, in their discretion, conduct such inquiry as they deem appropriate to investigate the grievance including meeting with the grievant for an interview. A Department Head who receives a Formal Step 1 grievance shall provide a written response to the grievant within ten (10) calendar days. If a grievant is not satisfied with the response of the Department Head or no response is provided within the prescribed time period, they may, within five (5) calendar days request to advance the grievance to Formal Step II - Fair Hearing Officer.

**Formal Step II - Fair Hearing Officer:** The Executive Director shall identify two potential fair hearing officers (candidates) who shall be The Airport Department Heads who are not involved in the grievance or discipline being heard and who do not supervise any of the involved employees. The employee may select one, from the identified candidates, to serve as Fair Hearing Officer. In the unlikely event that there is no noninvolved Department Head, the grievant may skip Formal Step II and proceed directly to the Final Step - Executive Director. The Fair Hearing Officer shall review the positions of the parties at all prior steps and shall further inquire as to the facts and circumstances as they deem appropriate to determine the grievance. The Fair Hearing Officer shall render a decision on the grievance within ten (10) calendar days. An employee who is not satisfied with the outcome following Formal Step II, or where no response is provided within the prescribed time period, may, within five (5) calendar days appeal the decision to the Final Step - Executive Director.

**Final Step - Executive Director:** If a grievance is appealed to the Executive Director, he/she shall review the positions of the parties at all earlier stages of the proceedings. The Executive Director may meet with the grievant to discuss the grievance and / or any possible resolution of it. Following that meeting, if held, the Executive Director shall issue a determination within ten calendar days which shall be final. Failure to timely advance a grievance or to otherwise appeal a determination at any step in these grievance procedures shall be deemed to be a waiver of any further appeal steps and an abandonment of the grievance/appeal. The employee and the Airport may agree, on a case-by-case basis, to an extension of any timeframe in these



grievance procedures. Such agreement shall not represent a precedent, or past practice and shall not be citable in any future step or other case as justification for extension of timeframes in those other later steps or other cases.

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**POLICY#: 218**

SECTION II: Employment and Legal Administration

**SUBJECT: Resignation/Separation**

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**POLICY****SEPARATION FROM EMPLOYMENT****Resignation/Termination Process**

The last day of employment for employees who resign or are terminated from Airport employment is the last day worked.

An employee who wishes to resign from Airport employment in good standing must submit the resignation to his/her supervisor, either verbally or in writing, two weeks prior to the planned separation date. A resignation becomes final when submitted and cannot be withdrawn without the agreement of the Executive Director.

**Final Pay**

Employees who resign from Airport service will receive the final paycheck at the end of the payroll period in which the last day worked occurs, unless otherwise required by applicable federal or state law.

An employee whose job has been terminated receives the final paycheck on the last day of employment.

All employees will be paid as required by law for leave accruals.

**Return of Airport Property**

All employees who are separating from Airport employment are required to return all equipment, keys, ID cards, emergency passes, uniforms, Airport-related login credentials and other Airport property prior to leaving the Airport on the last day of work.

**REDUCTION IN FORCE:****Reasons for Layoff**

The Airport may layoff an employee or reduce an employee's hours of work whenever it is necessary because of a lack of work or funds, or whenever it is advisable in the interest of efficiency and economy to reduce or reorganize the number and types of regular employees.

**Order of Layoff**

Employees shall be laid off within each job classification, and layoff will occur within the affected job class by reverse order of seniority in Airport service.

**Exception to Order of Layoff**

Where the Executive Director deems it to be in the best interest of the service, he/she may retain an employee in an affected job class who has specific qualifications, despite the order of the layoff provided above, if the Executive Director determines:

1. Such action is in the best interest of the service;

2. The employee retained has such special qualifications;
3. The employee laid off does not have such special qualifications; and
4. Such special qualifications are important in the performance of the work of the Airport.

The Executive Director may lay off employees pursuant to the following procedures:

1. The Airport will notify affected employees at least two calendar weeks prior to layoff.
2. The Airport at its discretion may place employees scheduled for layoff on paid Administrative Leave.

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**POLICY#: 219****SECTION II: Employment and Legal Administration****SUBJECT: Holidays**

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**POLICY**

Regular full-time employees receive eleven (11) paid holidays per year.

**AIRPORT HOLIDAYS**

1. First day of January, known as New Year's Day
2. Third Monday in January, known as Martin Luther King, Jr. Day
3. Third Monday in February, known as President's Day
4. Last Monday in May, known as Memorial Day
5. Fourth day of July, known as Independence Day
6. First Monday in September, known as Labor Day
7. Eleventh day of November, known as Veteran's Day
8. Fourth Thursday in November, known as Thanksgiving Day
9. The Friday immediately following Thanksgiving Day
10. December twenty-fourth (24<sup>th</sup>)
11. December twenty-fifth (25<sup>th</sup>) known as Christmas Day

The Airport will observe the above list of holidays and, at the Airport's discretion, any other day appointed by the President of the United States or the Governor of California.

All holidays listed above will be observed on the day designated by federal proclamation, which means that if a holiday falls on a weekend, it will normally be observed on the Friday before or the Monday after the holiday. The above schedule may be modified in years in which an obvious opportunity exists to optimize or group holidays with weekends.

Employees who are required to work on a holiday will be compensated at two (2) times the employee's straight time rate for the hours worked on the holiday. Alternatively, employees may be granted, with the approval of the Executive Director, equivalent time off on another day, subject to scheduling and staffing requirements. If a recognized holiday falls during an eligible employee's approved paid absence (vacation, sick leave, etc.) the holiday will not be counted as a day of vacation or sick leave.

## **POLICY**

Full-time regular employees earn paid vacation time from the first month of employment. Vacation is accrued in accordance with the following schedule:

- After 1 year of service           80 hours
- After 5 years of service        120 hours
- After 10 years of service      160 hours

Accumulated unused vacation time may not exceed two hundred and forty (240) hours per employee, except for employees who may by written agreement or labor contract have established a different maximum accumulation. Once an employee's accrual reaches the stated maximum, additional vacation will not accrue until an employee's total accumulation level (accrued vacation balance) is below the stated maximum.

Upon separation of employment with the Airport, all unused accrued vacation will be paid at the employee's current straight time rate. Vacation leaves cannot be used to extend a date of separation.

Upon rehire, employees will begin to accrue vacation according to the above schedule with no carry-over of previous years of eligible service.

## **USE OF VACATION**

Vacations will be scheduled to ensure continuous and efficient departmental operations, operational safety, and to meet overall business goals and objectives. Whenever possible, vacation approvals will be made consistent with the employee's request. All vacations are subject to cancellation in cases of emergency conditions.

Every effort will be made to arrange vacation schedules so that each employee may take as much vacation in each year as accrues to the employee in that year. Each employee's vacation time may be divided as the needs of the service require or permit.

No employee may take vacation without advance approval of his or her supervisor. No employee may take vacation leave in advance of the leave that has accumulated and is recorded as of the pay period ending prior to the time such leave is taken, except with the written approval of the Executive Director.

When an employee is restricted on the use of vacation time during a certain month, or months, of the year, due to the needs of the Airport, the Airport will make every reasonable effort to accommodate the employee's request(s) to use vacation time during the remaining months of the year. Vacation requests of more than fifteen (15) working days may require special consideration due to Airport operational needs.

Employees are responsible for scheduling vacation time far enough in advance to provide ample time for scheduling and approval and so that they do not exceed the maximum accrual limit. Special consideration may be given when unusual circumstances or an emergency occurs and the employee must take vacation without prior notice.

Employees who have reached the maximum accrual limit are permitted to cash-out up to two weeks of vacation hours in one week increments within a fiscal year. All other cash-out request may be granted at the discretion of the Executive Director.

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**POLICY#: 220**

SECTION II: Employment and Legal Administration

**SUBJECT: Vacation**

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**REQUESTING VACATION APPROVAL**

- Requests for vacation approval must be made in to the supervisor and approval must be received prior to taking vacation leave.
- Employees must notify management to cancel a vacation request.
- If an Airport holiday occurs during vacation leave, the employee's vacation accrual will only be charged for non-holiday workdays.

## **POLICY**

In accordance with the Healthy Workplaces Healthy Families Act of 2014, sick leave will accrue and be used in accordance with the terms outlined in this policy. Employees who are found to abuse, or fraudulently use the provisions of this policy may be subject to disciplinary action up to and including termination of employment.

### **ACCRUAL**

Regular full-time employees will accrue sick leave at the same rate as vacation accrual rate. Regular part-time employees will accrue sick leave in accordance with the California's Paid Sick Leave Law (AB 1522). Sick leave may accumulate indefinitely.

### **SICK LEAVE USE**

Sick leave may be used for the following reasons:

- Diagnosis, care, or treatment of the employee's existing health condition or preventive care for an employee; or
- Diagnosis, care or treatment of an existing health condition or preventive care for an employee's family member. For the purposes of sick leave under this policy, "family member" means an employee's parent, child, spouse, registered domestic partner, sibling, grandchild, or grandparent.

In addition, with appropriate certification, an employee who is a victim of domestic violence, sexual assault, or stalking may use accrued paid sick leave for the following reasons:

- To obtain or attempt 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 or the victim's child;
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

For the purposes of using sick leave under this policy, "family member" will mean an employee's parent, child, spouse, registered domestic partner, sibling, grandchild, or grandparent.

Employees may use their earned sick leave for personal or immediate family member medical appointments.

### **USE OF ACCRUED BALANCES**

Except as prohibited by law or statute, employees are required to use accrued sick leave balances while on sick leave and may use sick leave for themselves and up to one hundred percent (100%) of their annual sick leave accrual while on leave to care for a family member. Employees who need additional leave for medical reasons may request to be paid by the use of accrued vacation, or compensatory leave once sick leave balances have been exhausted.

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**POLICY#: 221****SECTION II: Employment and Legal Administration****SUBJECT: Sick Leave**

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**ADMINISTRATION**

Requests to use sick leave for planned treatment must be made to the employee's supervisor at least ten days in advance if possible. If the employee's need to use paid sick leave is unforeseeable, the employee must provide notice to the employee's supervisor or another supervisor as soon as is practicable.

**Request to Use Sick Leave**

Employees may determine how much paid sick leave to use; however, the minimum amount of paid sick leave an employee may use is 15 minutes.

The supervisor may request a doctor's certification for sick leave taken including all sick leave claims that are made while the employee is on vacation and for all illness/injuries events that exceed four working days. The Airport may, with advance written notification, require an employee to submit a doctor's certificate or other evidence acceptable to the Airport, after any sick leave time is taken.

**Sick Leave Donation**

The Airport offers a Catastrophic Sick Leave-Donation Program to give employees a chance to support their co-workers who are facing a major health crisis, whether their own or that of a family member, as well as a death in the employee's immediate family. The program allows employees to provide assistance in the form of donated sick time. While the program establishes a procedure for donation, participation is entirely voluntary.

An employee shall be faced with or have incurred either a catastrophic illness or injury in order to be eligible for this program. Human Resources and the Department Manager shall determine individual eligibility status. "Catastrophic" means: the employee is unable to perform the duties of his position because of a serious illness or accident or will require a lengthy recovery; there is a serious illness or accident which will require a lengthy recovery in the employee's immediate family; or there is a death in the employee's immediate family.

The employee requesting the donation of vacation, sick or compensation time hours must have reached zero balances during the illness or recovery period in order to be eligible. The illness or recovery time must be a minimum of two-weeks for the employee to be eligible. The maximum hours the employee may use will not exceed twelve (12) weeks. Human Resources and the Department Manager will evaluate each request.

The employee who donates the hours ("the donor"): 1. must have sufficient hours to donate. 2. shall not have any portion of the hours returned to him/her once the donated hours are placed in the donation account; and 3. must relinquish all claims to the donated hours in the future and upon separation of employment with the Airport.

**Denial of Sick Leave Benefits**

Sick leave with pay may be denied if it can be substantiated that the employee's absence did not comply with using sick leave as outlined in this Policy Book, and, in that case, the absence may be interpreted as grounds for dismissal or other appropriate disciplinary action.



**Sick Leave Upon Separation of Employment**

No sick time benefits are paid upon separation of employment except in the case of retirement.

Upon retirement employee receives one month's salary. If the employee has less than one-month sick time benefit then he/she shall be compensated for the time equal to that amount, not to exceed one month. The balance of remaining sick leave will be reported to PERS for service credit conversion.

**Misuse of Sick Leave**

Employees who do not comply with these requirements for use of sick leave, including providing insufficient notice of foreseeable sick leave use or using sick leave for non-permitted reasons, may be found to be committing misuse of sick leave which is grounds for discipline, up to and including termination. The Airport reserves the right to take reasonable steps to determine whether an employee is misusing sick leave, including, but not limited to, attempting in-person or electronic communication with an employee using sick leave, identifying and tracking consistent patterns of sick leave use, such as in connection with weekends, holidays, and scheduled days off, and considering social media content or other relevant evidence that is either publicly available or shared voluntarily by other employees or interested individuals. In certain circumstances, the Airport may require a physician's certificate or other relevant documentation certifying that the reason for the employee's absence is a permitted use of sick leave, either as a condition of continuing an employee on sick leave status or as a requirement of returning to work or as a basis for an interactive process discussion.

Employees who are found to abuse or in any way fraudulently use these provisions may be subject to disciplinary action, up to and including termination of employment.

## **POLICY**

### **Reasonable Accommodation**

#### ***Temporary Modified Duty***

As a reasonable accommodation to assist an employee in returning to and resuming the duties of his/her position, the Airport may authorize modified duty for a temporary and limited period of time. Temporary modified duty assignments may occur when a regular employee has been medically released for limited work based on specified restrictions. The Airport will require the disabled employee to provide Human Resources with the treating physician's statement of work restriction(s) or a status report specifying the employee's anticipated date of return to modified or full duty. When an employee is assigned temporary modified duty, he/she will be compensated for hours worked at the regular rate of pay established for the class of work performed. If an employee is assigned to modified duty less than full-time, compensation for hours worked may be supplemented by accrued sick leave, partial workers' compensation disability payments, or other available leave accruals. Except where prohibited by law, the Airport reserves the right to have employees examined by an Airport designated physician at no cost to the employee prior to authorizing modified duty.

Temporary modified duty assignments are intended to assist an employee to return to work while recovering from an injury and/or illness and are not intended to be a permanent accommodation.

### **Fitness for Duty Examination**

Employees who are chronically unable to perform their assigned duties may be required to undergo a fitness for duty examination. The purpose of the examination is to determine the employee's ability to perform the essential functions of the position. The Airport will assume the costs of the examination. Typically, a modified duty assignment may be approved for up to twelve (12) months. After twelve (12) months, an employee must either be released for full duties, or enter an interactive process to determine if additional appropriate accommodations are necessary and available.

## **POLICY**

In addition to the practices described regarding the use of paid leave benefits (holiday, vacation, sick), employees may request and/or be entitled to leave for a range of specific reasons.

### **GENERAL PROVISIONS**

A leave is a period of absence from work which may include both paid and unpaid status. An employee will continue to receive Airport contributions to health insurance benefits as long as the employee is on a paid status. An employee who is granted a leave and is in an unpaid status for more than thirty (30) days will not receive Airport contributions to health insurance except as required by law. Such an employee who wishes to continue health insurance coverage may do so at his/her expense at the Airport's group rates plus 2% administration fee. The employee should contact the Human Resources for the necessary forms.

Unless specified otherwise elsewhere in this Policy Book or federal or state law dictates otherwise, seniority, vacation, sick leave and holiday benefits do not accrue during periods of unpaid leave of absence.

Consideration for merit pay increases will be delayed for the length of time that an employee is on an extended leave of absence of three months or more.

An employee who requires leave extension should request the extension two weeks before the original leave expires. An extension may or may not be approved. If denied, the employee must return to work on the originally scheduled return date. Failure to return to work on the scheduled workday following the expiration of a leave of absence will be a voluntary resignation.

### **REQUESTING A LEAVE OF ABSENCE**

An employee must request a leave of absence for personal leave or protected leave. The written request must be made in writing, at least thirty (30) days in advance of the desired leave date, if possible, and specify the reason for the leave and the length of time requested.

All regular, full time employees may request to use the leave provisions outlined below, subject to the approval of the Executive Director. A brief description of all legally-entitled leaves is listed following this section.

### **ADDITIONAL AIRPORT-PROVIDED TYPES OF LEAVE**

#### **Bereavement Leave**

Full-time and part-time employees are eligible for up to three (3) days of paid time off in the event of a death of an immediate member of their family. Immediate family shall normally be understood to mean the employee's spouse or registered domestic partner, parents, parents-in-law, in-law variations, step-grandparents, grandchild, siblings and children or children of registered domestic partner.

Bereavement leave is to be requested through the employee's Manager/Supervisor as soon as practical. More time than the three (3) day benefit may be granted at the discretion of the Executive Director depending upon the relationship between the employee and the decedent and the amount of time required

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**POLICY#: 223****SECTION II: Employment and Legal Administration****SUBJECT: Leaves of Absence**

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to travel to any memorial service. Any leave so granted shall not be charged to the employee's sick leave or vacation leave.

**Parents'/Guardians' School Leave**

Any employee who is a parent or a guardian of a child, or grandparent who has custody of a grandchild in kindergarten through twelfth grade, or whose child or grandchild is attending a licensed day care facility, may take up to forty (40) hours each calendar year, not exceeding eight (8) hours in any calendar month of the calendar year, to participate in activities of the school or licensed day care facility of any child or grandchild if the employee, prior to taking the time off, gives reasonable notice to the Airport.

The employee does not have to be residing with the child in order to be entitled to parent's leave. However, the employee must have custody of the grandchild in order to be eligible for grandparent's leave. The employee may use parent's/guardian's leave for any type of school or licensed day care facility function. Employees may use vacation time during parent's/guardian's leave. If an employee does not have vacation time available, the employee may take unpaid leave.

An employee who has a child entering kindergarten or first grade may take one (1) day on the first day of school, designated by the school district. Employees who attend the first day of school with their child will be paid the hours regularly scheduled to work that day.

**Voluntary Extended Personal Leave**

The Airport may provide a leave of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations and have exhausted their sick or vacation accruals. Regular full-time employees are eligible to request personal leave as described in this policy. As soon as the employee become aware of the need for a personal leave of absence, employee should request a leave from the Deputy Executive Director. Personal leave for six (6) days to thirty (30) days must be approved by the Executive Director.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Personal leave may be granted for a period of up to 30 calendar days at one time. If this initial period of absence proves insufficient, consideration will be given to a written request for an extension of no more than 30 calendar days.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance premiums (and dependent coverage as applicable) will continue to the end of the month in which the leave began. At that time the employee will become responsible for the full costs of these benefits if employee wish coverage to continue (see COBRA policy). When employee return from a personal leave, benefits will again be provided by the Airport according to the applicable plans.

Benefits accrual such as vacation, sick time, or holiday benefits will be suspended during the leave and will resume upon return from leave.

Employees who accept other employment during the approved leave and/or employees who fail to report to work promptly at the expiration of the approved leave period will be considered to have resigned from the Airport.

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In the case of personal leaves that are not protected leaves, the Airport cannot guarantee reinstatement. If an unpaid personal leave of absence is requested and granted, an employee's position may be filled during her/his absence.

If the position is filled, the Airport will use reasonable effort to provide the employee with a comparable position for which the employee is qualified, as determined by the Airport, if one is available at the end of the employee's leave. The new position may not be in the same department, or on the same scheduled hours, or at the same compensation level.

It is the employee's responsibility to return to work at the end of a personal leave of absence. Failure to return to work on the first working day after a personal leave expires may be considered a voluntary resignation of employment.

### **Legally-Entitled and Protected Leaves**

Federal and state laws and government codes protect employment, and provide policy guidance for many types of leaves. The following section provides the Airport's policy statement and an introduction to protected leaves. Generally, protected leaves do not include pay unless the employer's policies provide for paid leave. More information about protected leaves can be obtained by visiting speaking to a supervisor or manager or Human Resources. Employees may also look up the cited legislation or code referred to for each type of leave below.

Requests for protected leaves should be processed through Human Resources and recorded on the timesheet with the appropriate leave designation. Any questions regarding an employee's rights under a protected leave should be referred to Human Resources.

### **Family and Medical Leave Act (FMLA 29 U.S.C. 2601) and California Family Rights Act (CFRA 2CCR 4.2 §7297)**

Although the Airport is a public agency and is subject to FMLA and CFRA, the Airport has fewer than fifty (50) employees and therefore, has no eligible employees under the law. However, the Airport's intention is to provide similar job and benefit protection. The Executive Director will grant family/medical leaves of absence for a time period similar to that provided under federal and state law.

### **New Parent Leave Act (SB 63, Effective January 1, 2018)**

Airport employees who are parents of a new child may within one year of the birth, adoption, or foster care placement, take up to twelve (12) weeks of parental leave to bond with the new child. Employees must fulfill the following eligibility requirements: (a) have more than twelve (12) months of service at the Airport; and, (b) have at least 1,250 hours of service in the last twelve (12) months. The Airport will continue to provide health benefits and contribute its share of premium costs for coverage during the period of leave, whether the leave is paid through employee accrual balances or unpaid. Administration of leave will follow the guidelines of CFRA "bonding" leave.

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**POLICY#: 223****SECTION II: Employment and Legal Administration****SUBJECT: Leaves of Absence**

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**Kin Care or Healthy Workplaces, Healthy Families Act (CA Labor Code 233-234)**

The California Healthy Workplaces Healthy Families Act of 2014 allows employees to use up to one-half of their annual sick leave allowance to care for a “family member.” However, the Airport allows employees to use the entire sick leave allowance to care for a “family member” if necessary.

Family members are defined as the following:

- Child – a biological, adopted, foster, step, legal ward, or child to whom employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status restrictions
- Parent – biological, adoptive, foster parent, stepparent, legal guardian, or a person who was in loco parentis when the employee was a minor
- Spouse
- A registered domestic partner
- Grandparent
- Grandchild
- Sibling

**Pregnancy Disability Leave Law**

Employees who are disabled because of pregnancy or childbirth or a related medical condition are entitled to pregnancy disability leave of up to four months in accordance with the California Pregnancy Disability Leave Law (Government Code §12945). Requests for pregnancy disability leave under California Pregnancy Disability Leave Law require certification of a treating physician.

An employee is “disabled” if, in the opinion of her health care provider, she is unable, due to a pregnancy related disability, to work at all or is unable to perform any one or more of the essential functions of her job or to perform these functions without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Absence from work due to pregnancy related disabilities is treated the same as absence from work due to any other physical disability, and the employee will be required to use any accumulated sick leave during this time. In addition, the employee may utilize any accrued vacation leave or compensatory time off for any portion of the unpaid leave.

**Seniority**

Seniority will continue to accrue during the pregnancy disability leave.

**Benefits**

The Airport will continue to provide health benefits and contribute its share of premium costs for coverage during the period of leave, whether the leave is paid through employee accrual balances or unpaid.

**Intermittent Leave**

Leave may be taken intermittently or on a reduced work schedule if the employee’s health care provider determines that it is medically advisable for the employee to take shorter leave periods. Employees may also take leave for prenatal care appointments and for pregnancy-related illness.

**Reinstatement**

An employee returning from a pregnancy disability leave will be reinstated in her former position at the salary she would have received had her employment with the Airport been continuous, exclusive of step increases/shift assignments.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially similar in job content, status, pay, promotional opportunities, and geographic location as the employee's original position. An employee who fails to return to work after the termination of her leave loses her reinstatement rights.

**Statement by Health Care Provider**

Employees requesting Pregnancy Disability Leave must provide Human Resources with certification from a health care provider stating the anticipated delivery date and estimated dates and duration of the disability. If there is a change in medical certification, and the dates are either accelerated or delayed, notification from the health care provider is required.

In the case of a request for reasonable accommodation in the workplace rather than leave of absence, the health care provider's statement must also verify:

- The date on which the employee became disabled due to pregnancy, childbirth, or related medical condition;
- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself and the successful completion of her pregnancy.

A new statement may be required if the employee requests an extension of time beyond the specified in the original statement. Any changes in the information contained in the health care provider's statement must be promptly reported by the employee to Human Resources.

For more information on Pregnancy Disability Leave Law, please see:  
<https://www.arb.ca.gov/personnel/posters/pregnancydisabilityleavenotices.pdf>.

**Lactation Accommodation**

California law requires reasonable lactation accommodation for employees who wish to express breast milk for their infant when they return to work. Employees may use their paid rest break times to express milk. If additional time is needed, it may be unpaid. The Airport will provide a private place to express milk in close proximity to the employee's work area or the employee's normal work area may be used if it allows privacy.

**Workers' Compensation/ Occupational Disability Leave**

The California Division of Workers' Compensation Laws and Regulations cover all employees. These laws are important if an employee is injured or becomes ill because of work or working conditions.

The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries.

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**POLICY#: 223****SECTION II: Employment and Legal Administration****SUBJECT: Leaves of Absence**

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An employee who is injured or becomes ill on the job, no matter how slightly, must report the incident to the supervisor immediately. If an employee does not report promptly, workers' compensation insurance benefit rights may be lost. Failure to report an injury within a reasonable period of time could jeopardize a benefit claim.

An employee returning to work from leave associated with an industrial or work-related injury or illness must provide the Airport with reasonable notice in advance of release to return. The employee must also provide a health care provider's statement indicating fitness to perform the former duties. An employee returning to work will be returned to the former position, as provided for in this Policy Book and by law.

Employees who are found to abuse or fraudulently use these temporary disability provisions may be subject to disciplinary action up to and including termination of employment

**Other Protected Leaves**

The following is a list of other protected leaves provided for by federal or state law or regulation. For more information about these leaves, please speak to a Human Resources.

**Family School Partnership Act and School Visitation Leave (California Labor Code §230.7 & §230.8)**

This California law allows parents, grandparents, and guardians to take up to forty (40) hours in any calendar year and no more than eight hours in any calendar month of time off from work to participate in their children's school or child care activities such as:

- Find, enroll, or reenroll a child in school or with a licensed child care provider
- Participate in school or childcare activities
- Address a childcare or school emergency
- Respond to a request from a school official or attend a back to school night

Employees must provide documentation from the school or licensed childcare provider of proof of engagement in child-related activities. Employees may use vacation, holiday, or compensatory time accruals during this leave. Employees without leave accruals must follow the noticing guidelines for approval of leave without pay.

Employees who are the parent or guardian of a child who has been suspended from school will be given time off if requested to appear at the school in connection with that suspension. Notice of leave for this purpose must be provided to the Airport as soon as school notification of the suspension is received by the parent/employee.

**Jury Duty (California Labor Code §230).**

Employees called upon for jury duty will remain in their regular pay status for up to eight hours of pay per day. Said subpoena must be submitted to the Executive Director.

Employees must provide at least ten days of notice in advance of jury duty except upon documentation by an officer of the court that such notice was not possible.

If the employee is excused and there are at least two hours remaining in the workday, the employee should contact the supervisor to determine if he/she should return to work.

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**Witness Duty Leave (California Labor Code §230)**

Upon reasonable notice (ten days) and submission of a mandate to attend or serve as a witness, employees will be accorded the freedom and time to attend court for witness duties.

If a subpoena is received without advance warning, the employee should notify the supervisor as soon as possible and submit the documentation upon return to work. If the employee is excused and there are at least two hours remaining in the workday, the employee should contact the supervisor to determine if he/she should return to work. Employees serving as a witness in private cases or personal matters (all issues other than Airport business) may use accrued vacation, holiday, or compensatory time for this leave. Employees subpoenaed as a witness or an expert witness in a case arising in the course of their work or the work of the Airport will be paid regular pay for work performed on behalf of the Airport.

**Time Off to Vote (California Elections Code §14000)**

Employees scheduled to be at work between 7:00 a.m. and 8:00 p.m. on an elections day and who do not have sufficient time outside of working hours to vote at a statewide election may take up to two hours off to vote without losing any pay. Employees may take as much time as is required to vote, but only two hours of that time will be paid. Time off for voting must be only at the beginning or end of the work shift, whichever allows the greatest amount of free time for voting and the least time off from an employee's regular work shift, unless other arrangements are made with the applicable supervisor or manager. Employees must notify the Airport at least two workdays prior to the election if such time is needed to vote.

**Armed Forces Leave**

There are many Federal and State laws that provide for leave for members of the Armed Forces and their families during times such as pre-deployment and post-deployment, injury, illness, and other events. Military leave and benefits will be granted in accordance with the provisions of Federal and State law, including California Military and Veterans' Code, §395 through §395.3 and Federal law, Chapter 43 of Part III, Title 38 of the United States Code, §2021(a) et seq. Military leave applies to active duty, inactive duty, reserve, and veteran status and duties, as well as the National Guard, Merchant Marine, and Coast Guard. For more information about the leaves and protections for members of the Armed Forces and/or their families, contact Human Resources.

**Spousal Military Leave Law (Military and Veteran Code 395.10)**

Spouses of qualified members of Armed Forces, National Guard, or Reserves who work at least 20 hours a week may take ten (10 days) leave during a qualified leave period of the military spouse. Leave will be granted within two business days of receiving notice of spouse's leave.

**Reserve Emergency Personnel: Volunteer Firefighters, Peace Officers, Emergency Rescue Personnel (Labor Code 230.3-230.4)**

Any employee who serves as Reserve Emergency Personnel is eligible for leave during emergency duty. Advance notice requirement is not specified by the law.

**Civil Air Patrol Leave (Labor Code 1500-1507)**

Any employee who has completed ninety (90) days of employment with the Airport and who is authorized to respond to emergency operational missions of the California Wing of Civil Air Patrol is eligible to take up to ten (10) days of leave per year. Advance notice is required.

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**POLICY#: 223**

**SECTION II: Employment and Legal Administration**

**SUBJECT: Leaves of Absence**

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**Crime Victims Leave (Labor Code 230 and 230.2)**

Employees who are subpoenaed or order to appear in court or who must attend judicial proceedings related to a crime may request leave of absence for the length of the court appearance.

**Victims of Domestic Violence (Labor Code 230 (c)-(d) and 230.2)**

Employees who experience a qualifying event of victimization by domestic violence and other related events may request leave of absence to resolve issues.

**Victims of Sexual Assault and other Serious Crimes (Labor Code 230 (c) – (d); 230.1; 230.5)**

Employees who experience a qualifying event of victimization by sexual assault and enumerated “serious crimes, including DUI, child abuse, domestic violence, elder abuse, assault, or stalking” may request leave of absence for the time necessary to resolve issues and appear in court proceedings.

**Organ and Bone Marrow Donation (Labor Code 1508-1513)**

Employees who donate an organ or bone marrow due to medical necessity are eligible to take up to thirty (30) business days leave for bone marrow and five (5) business days leave per year. Time off is paid. Advance notice is required

## **POLICY**

The Airport will ensure that its board members and other employees adhere to the principles of fiscally responsible expenditure of public funds. Reimbursement will be made only for legitimate out-of-pocket expenditures/expenses incurred while conducting official Airport business in compliance with IRS regulations and this policy.

This policy provides appropriate and necessary parameters to all employees on the use and expenditures of Airport resources, as well as the standards against which those expenditures will be measured.

## **DEFINITIONS**

For the purposes of this section, the following definitions apply:

*Employee:* Any person on the Airport's payroll, elected Board members.

*Expenditure/Expense Report Form:* An Airport form that must be completed for travel advance or expense reimbursement of out-of-pocket expenses incurred related to official Airport business. (See Appendix B.)

*Itemized Receipt:* A credible, detailed receipt that includes the name of the business, date of the transaction, all items purchased, price per item and total cost. A copy of a credit card receipt or statement is not considered an itemized receipt.

## **Meals**

Meals incurred due to travel or for irregular circumstances encountered on Airport business.

## **Mileage Reimbursement**

Mileage for employees using their own vehicle for Airport business.

## **Reimbursable Expenses**

Costs incurred while conducting official Airport business that can be reimbursed including travel-related expenses, food and beverages for special meetings, supplies for training, and small tools and equipment.

## **Petty Cash**

Reimbursements within prescribed amounts that are processed within three business days of receipt.

## **Special Meeting**

Any meeting that is not a regularly scheduled meeting. Examples of a special meeting include non-routine training, meeting with consultants that cannot be scheduled at another time, non-routine team meeting, etc.

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**POLICY#: 224****SECTION II: Employment and Legal Administration****SUBJECT: Travel and Other Expense Reimbursement**

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***Taxability of Reimbursements***

It is the employee's responsibility to understand the Internal Revenue Service Tax Code as it applies to business related expenses and reimbursements. Information on reimbursements for business related expenses can be found in IRS Publication 463. The most current version of this publication can be found on the IRS web site at [www.irs.gov](http://www.irs.gov). If an employee is uncertain on this matter, it may be appropriate to obtain the advice of a tax professional.

Travel to approved seminars, conferences, training, workshops, and educational and information activities, with or without an overnight stay.

Travel Advance Funds provided to an employee prior to travel to assist with payment of anticipated eligible expenses.

**RESPONSIBILITY****All Employees**

Employees are to exercise good judgment in the expenditure of public funds. All employees are responsible to know and follow this policy.

**For Non-Travel-Related Expenses**

Employees are responsible for:

- Obtaining prior approval for the expense from their Manager.
- Completing the Expenditure/Expense Report Form, attaching itemized receipts, and obtaining their manager's approval.
- Submitting the completed and approved Expenditure/Expense Report Form to the Finance Department for reimbursement within thirty (30) days of incurring the expense.

**For Travel-Related Expenses**

Employees are responsible for:

- Prior to travel, completing the Travel/Training Request Form (see Appendix B) and obtaining approval of travel plans from their manager as soon as possible before the travel is required, so the best fees and fares available can be secured.
- Working with management to review travel plans to determine which are most appropriate
- Planning schedule to minimize impacts to the Airport.
- Obtaining prior approval when there is a deviation from the approved reservations
- Keeping accurate records of expenditures while traveling, including itemized receipts for meals and lodging.
- Completing the Expenditure/Expense Report Form, attaching itemized receipts, and obtaining their manager's approval.

**SECTION II: Employment and Legal Administration**  
**SUBJECT: Travel and Other Expense Reimbursement**

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- Submitting the completed and approved Expenditure/Expense Report Form to the Finance Department for reimbursement within thirty (30) days of incurring the travel-related expense.

**Managers and Supervisors are responsible for:**

- Ensuring employees are aware of this policy by making it easily available in the workplace and through employee-accessible electronic means.
- Helping to plan employees' schedules to minimize impacts to the Airport.
- Examining submitted Expenditure/Expense Report Forms to ensure completeness and that all required documentation is attached.
- Reviewing, then approving or denying, any deviation from this policy.
- Reviewing Travel/Training Request Forms and any other requests related reimbursable expenditures to determine appropriateness of the expenditure.
- Approving or denying employees' Expenditure/Expense Report Forms in a timely manner.

**Finance Department**

Finance Department is responsible for:

- Reviewing Expenditure/Expense Report Forms for completeness and compliance with this policy.
- Processing payments for reimbursements using appropriate accounting methods.

**PROCEDURE****General Rules**

Reimbursable expenses must be beneficial to the Airport and have a public interest and purpose resulting, or tending to result, in an increased efficiency in Airport administration and a more complete understanding of the operations of the -Airport. For types of reimbursable training and/or educational expenses, please refer to the *Training and Development Policy* in this Policy Book.

A manager has the authority to approve or deny requests for training/travel submitted via the Travel/Training Request Forms and to approve or deny any other approval requests related reimbursable expenditures.

Budgetary approval should be obtained from a manager for all travel of more than one day, utilizing the Travel/Training Request Form along with an estimate of costs.

**Out of State Travel**

Out of state travel must be approved in advance by the Executive Director or designee.

**Expenses**

The Airport will directly pay the costs associated with conducting its business. If an employee finds it necessary to incur reimbursable expenses on the Airport's behalf, it is preferred that employees first utilize their Airport credit card (if applicable) and then a personal credit card or other personal funds. Reimbursement may be obtained by filing the Expenditure/Expense Report Form and attaching all itemized receipts. Reimbursements for less than \$50.00 will be made from petty cash.

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**Registration**

When possible, registration fees should be paid for with the Airport's credit card. If necessary, advance prepaid registration may be arranged by submitting a check request. If paid by the employee, registration fees may be submitted on an Expenditure/Expense Report Form with proper receipts or other proof of payment.

**Travel Advance**

The Airport will advance estimated travel expenses to employees if requested to minimize an employee's reimbursable out of pocket expenditures. Cash advanced for meals and general expenses when attending meetings, conventions, and similar group conferences will not exceed the amounts represented for the location and period on the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Information is updated on October 1 each year. If a travel advance is necessary, it should be requested using the Travel/Training Request Form (Appendix B) and will be issued prior to the conference, seminar, training, or workshop. Travel advance requests must be submitted a minimum of two weeks prior to attendance.

**Petty Cash**

Expenses associated with attendance at seminars, conferences, training, and workshops can be reimbursed from petty cash up to fifty dollars (\$50.00). Documentation should be attached to the Expenditure/Expense Report Form (Appendix B) for expenses claimed, such as meals, parking and toll receipts, as well as a copy of the agenda or training schedule for the event attended.

**Telephone and Internet Charges**

Employees traveling on Airport business should utilize their Airport issued cellular telephone for all work-related communication. If the employee does not have an Airport issued cellular telephone, the Airport will reimburse the actual cost of calls made from personal phones with the submission of a copy of the phone bill showing the actual charges. Hotel phone charges for calls made to conduct Airport business using a hotel phone will be the hotel statement. Reasonable hotel Internet access charges are allowed for employees who are required by the Airport to access Airport email or computer system.

**Cancellation Policy**

If/when cancellation of a previously booked seminar, conference, training, or workshop is necessary; it is the employee's responsibility to notify his/her manager immediately. The Airport will reimburse the employee for cancellation charges if notification is made in a timely manner.

**TRANSPORTATION**

The employee and his/her manager are expected to consult together to determine the most cost-effective and efficient method of transportation.

**Airport Vehicle**

A manager must approve use of an Airport vehicle in advance.

***Private Vehicle***

Use of an employee's private vehicle requires approval by the manager prior to the conference. Approval will be evidenced by the completion of the Authorization to Use Personal Vehicle on Airport Business

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Form (see Appendix B). Travel will be reimbursed for mileage from door-to-door at the mileage rate in accordance with the current IRS authorized rate. Door-to-door means that mileage will be paid from the point (either home or Airport office) from which the employee leaves for the conference. If more than one employee attends a conference by private automobile, the reimbursement will be provided to the vehicle owner. In no event will the Airport reimburse mileage expenses to more than one employee per vehicle.

**Commercial Transportation**

Commercial transportation should be arranged if possible through the Airport's Finance and Administration Department and will typically be paid for using the Airport's credit card. If an employee makes his/her own travel arrangements, the Airport will reimburse commercial transportation expenses for a coach class or equivalent fare and will not reimburse for business or first-class fares. The cost of trip protection insurance for airline flights will not be reimbursed.

**Rental Vehicles**

Rental vehicles may be authorized for use by an employee during Airport-related travel. When using a rental car, physical damage insurance coverage should be purchased from the rental agency. Liability insurance coverage should be waived.

**LODGING**

Overnight stays will be authorized if an event requires an extraordinarily long workday or if the event occurs over multiple days and is more than fifty (50) miles from home or work. For the purpose of this section, an extraordinarily long workday is one that exceeds twelve (12) hours, including travel time. A maximum of one-night stay for every day of the conference is allowed. The allowable hotel expense is the cost of the conference hotel or less, or the nearest "reasonable" accommodations. Government rates should be requested (employee must bring their Airport ID card). Overtime for work that includes overnight stays will be computed in accordance with the applicable employee agreement and relevant Federal and State law.

Lodging will be reserved by using the Airport credit card, and charged to the -Airport credit card if hotel policy permits. However, the employee must check out using their personal card for incidental expenses. Appropriate hotel expenses will be reimbursed via the Expenditure/Expense Report Form.

**MEALS**

The Airport follows Internal Revenue Service (IRS) guidance to determine per diem meal reimbursement limits. The meal reimbursement schedule can be found on the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated on October 1 each year.

If an employee must travel or attend a training session during their normal meal time(s) and meals are not provided, they may be eligible for reimbursement from the Airport. Meal reimbursement for breakfast is for purchases between the hours of 5:00 a.m. and 12:00 noon, for lunch between 12:00 noon and 5:00 p.m., and for dinner between 5:00 p.m. and 11:00 p.m.

The Airport will pay only the actual cost of meals up to the GSA maximum published per diem meal reimbursement limit. Costs exceeding the limits will be borne by the employee. Only itemized receipts for

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meals will be accepted/considered for reimbursement. Hotel bills itemizing room charges for meals are not considered itemized receipts. A separate receipt itemizing eligible food expenses is required.

It is expected that employees will use good judgment in the request for per diem meal reimbursement. The Airport will not reimburse for alcoholic beverages. The employee will not be reimbursed for meals where there is a meal provided as part of the seminar/conference. For example, if a continental breakfast is served as part of a conference, there will be no additional reimbursements allowed for breakfast and the maximum breakfast limit will be subtracted from the daily limits posted on the GSA website. It is also understood that registration fees and airline tickets sometimes include meals for which the employee will not be additionally reimbursed.

**APPROVED AND NON-APPROVED EXPENSES WHILE ON TRAVEL STATUS**

Expenses not included here will be reimbursed at the discretion of the Executive Director or designee. In general, alcoholic beverages will only be approved based on the specific business functions and needs.

<b>Approved for Reimbursement</b>	<b>Not Approved for Reimbursement</b>	<b>Discretionary Items for Reimbursement</b>
Registration Lodging Transportation/mileage Meals Receipted Parking Fees Official Phone Calls Daily Internet Service Charge Bridge Tolls Hotel Parking Airport/Shuttle Parking	Dry Cleaning Laundry Entertainment In-Room Movies Recreation Clothing Lost Luggage Replacement	Reasonable Baggage Charges  Alcoholic Beverages

**EXPENSE REPORT**

An Expenditure/Expense Report Form must be filed within thirty (30) days of return from authorized travel. Any balance of a travel advance must be returned with an Expenditure/Expense Report Form upon returning from travel. Travel advances will not be issued to persons currently delinquent on any expense reports. Any employee failing to submit an Expenditure/Expense Report will have the amount of the travel advance included as part of their taxable income.

- A copy of the appropriate documentation describing the seminar or conference is to be attached to the Expenditure/Expense Report Form.
- If there are eligible expenses incurred where a receipt is not provided or if a receipt is lost, a Receipt Affidavit Form (see Appendix B) can be filled out to serve as a replacement. However, a Receipt Affidavit Form is to be used only in unusual situations.
- Any amounts due to the employee will be paid on the regular warrant list, or through petty cash if under fifty dollars (\$50.00).



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**SUBJECT: Travel and Other Expense Reimbursement**

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The Deputy Executive Director of Finance and Administration or designee may disallow any item of expense reimbursement if it appears improper, is not in compliance with this policy, or is unsupported by appropriate documentation. The Executive Director will settle disputes related to expense and/or travel reimbursements and his/her decision is final, except that employees may exercise grievance rights as provided by an applicable employee agreement and/or the Airport *Grievance Procedure Policy*.

Eligible expenditure amounts for hotel and meal reimbursements while traveling on Airport business can be found on the GSA website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Rates are updated on October 1 each year.

The following applicable forms and tables are located in Appendix A - Travel and Other Expense Reimbursement Forms and Guides:

- Travel/Training Request Form (includes Travel Advance request)
- Expenditure/Expense Report Form
- Receipt Affidavit Form
- Authorization to Use Privately-Owned Vehicles on Airport Business

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**POLICY#: 225****SECTION II: Employment and Legal Administration****SUBJECT: Professional Development and Certification**

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**PURPOSE**

The purpose of this policy is to provide guidelines for administering professional development and certifications at the Airport.

**POLICY**

The Airport recognizes the importance of encouraging and supporting employees in professional development activities that are related to their employment. It extends to work related professional development opportunities including, but not exclusive to, tuition reimbursement, eLearning, employee workshops, courses, classes, and professional conferences. Responsibility for professional training and development extends to all levels of the organization

**DUTIES AND RESPONSIBILITIES**

The following describe the duties of each Airport employment level:

*Managers* are collectively responsible for the development of the annual training plan. Management is responsible for identifying, creating, and providing opportunities for professional development and training to enhance and build the capacity, skills, excellence, and professionalism of employees to enable them to contribute safely, effectively and creatively to the Airport's mission. Managers have the final approval for funding and providing time for professional development and training opportunities. Managers are also responsible for assessing and communicating professional development and training needs of individual employees in their direct reporting line, identifying and actively encouraging and supporting appropriate learning experiences.

*Employees* are responsible for assessing their job-related skills and knowledge, for maintaining a high level of performance throughout their employment at the Airport, engaging in their development plans in partnership with their supervisor(s), participating in the designated training events and for seeking approval for appropriate professional development and training opportunities in consultation with their supervisors. Employees act as the primary source of feedback for all training events.

**DEFINING PROFESSIONAL DEVELOPMENT AND CERTIFICATION**

Professional development and certification is defined as learning undertaken by employees to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to the job and workplace. It is a dynamic process and may be achieved not only through participation in formal coursework but also through professional experience, collaboration, mentoring, participation in activities of professional organizations, and independent study and research. An employee is considered trained when instruction is given either on the job, in the classroom, or a combination of both, accomplished in concert with/or followed by successful demonstration of the acquired knowledge or skill.

To be eligible under this policy, professional development and certification must focus on imparting information and awareness to the employee participants and include an assessment which is defined as the act of assessing; appraisal; evaluation of specific task, series of tasks, or knowledge.

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**TYPES OF PROFESSIONAL DEVELOPMENT AND CERTIFICATION**

There are many different types of development, training, and certification available to employees. This section provides some definitions.

- *Compliance Training* refers to the process of educating employees on laws, regulations and company policies that apply to their day-to-day job responsibilities and can include “soft skills”, technical, or safety training.
- *Soft Skills Development or Training* includes topics such as the prevention of harassment and bullying, ethics, oral and written communication, interpersonal relations, conflict management, teamwork, and leadership skills.
- *Technical Training* involves learning how to safely and effectively perform the technical components of a job. This type of training may include topics like equipment operation/maintenance, and computer software/information systems.
- *Safety Training* is performed to educate employees in safe work practices and to promote a safe and healthful working conditions for employees. The Airport will provide both compliance and best practice safety training in the field of occupational safety and health.

**ELIGIBILITY**

Professional development and training opportunities are available to all employees. Supervisors will plan for and allow appropriate professional development and training activities that occur during the workday in concert with their respective manager. The employee’s supervisor or manager must approve professional development and training activities that require time away from the Airport or workgroup. Professional development and training activities outside of and in addition to regular work hours require written approval in advance if the activities are to be considered as regular hours worked for overtime compensation.

**PROCEDURES**

The Airport has established the following procedures for reimbursement of the cost of professional development, training, certifications, and licenses.

**Education Reimbursement**

For qualified, regular, full-time employees who do not receive educational incentives, the Airport may reimburse the cost of tuition, enrollment fees and books for courses that employees take at recognized institutions. These courses must have prior approval by the supervisor and Executive Director and must provide increased competence in the employee’s present job or prepare them for advancement in the Airport.

The maximum funding for any employee during a fiscal year is five thousand two hundred and fifty dollars (\$5,250.00) per fiscal year for approved expenses incurred during that fiscal year.

Requests for continuing education should be submitted in writing to management and include the following information:

- Description of the course and its relevance to the employee’s work performance or career development

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- Dates of enrollment
- Costs of tuition, required books and materials
- Passing grade of “C” or higher Within 30 days of completion of the approved course or program, you must submit proof of completion in the form of an official transcript with the final grade and receipts for the actual costs as pre-approved. Upon submission of these requirements, the employee will be reimbursed a maximum of \$5,250 per fiscal year for approved expenses incurred during that fiscal year. While educational assistance is expected to enhance the employee’s performance and professional abilities, the Airport cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

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.

**Certifications/Licenses**

When certificates are required for a position, the Airport will reimburse the employee for the cost of renewing the certificate. The employee is responsible for the original cost of obtaining the certificate. The Airport will provide reimbursement for employees who renew/maintain their Class A and/or B Drivers Licenses.

**Seminars and Workshops**

The Airport may, at its expense, elect to send employees to approved training programs, seminars and/or conferences from time to time. While these programs are normally scheduled during regular work hours, there may be evening or weekend classes or activities. In the event that the program requires overnight accommodations, overtime will not be paid for any portion of these programs. A non-exempt employee attending an Airport paid one-day meeting will be paid for any overtime hours incurred for traveling on that day.

Employees requesting approval to attend a seminar must make written request, including estimated expenses. The request should be submitted to a department manager for approval.

**Professional Associations/ Technical Groups**

The Airport supports and encourages its employees to join and participate in appropriate professional associations and technical groups. To accomplish this, the Airport allows employees to attend dinner meetings that sometimes include late afternoon workshops. With prior approval, the Airport will allow the employee to attend the workshop, at -Airport expense (for the dinner) and on -Airport time. However, the Airport will not pay overtime for any time worked after regularly scheduled work hours.

**General Procedural Information**

**SECTION II: Employment and Legal Administration**  
**SUBJECT: Professional Development and Certification**

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**Overtime Pay or Compensatory Time**

Overtime will be authorized in accordance with applicable laws and all applicable employment agreements. Should the occasion arise that would require overtime, overtime must have prior approval by a supervisor or manager who will specifically note and grant authorization in the time control system.

**Vehicle Use and Travel Reimbursement**

Employees must obtain prior approval from their supervisor or an Airport manager for use of a personal or an Airport vehicle for Airport training and travel. Employees authorized to use their personal vehicles will receive the current reimbursement.

**Sharing Lessons Learned from Training**

As directed by their supervisor, all employees attending a training session may be required to make a presentation to an appropriate audience as early as within two weeks of attending a training or conference. For example, if supervisors attend a workshop on leadership, they may be asked to lead a discussion on the subject matter with their peers. As a general guideline, such a presentation would be five to ten minutes per one hour of workshop time.

**Flexible Schedules for Professional Development**

Employees who request approval to attend classes or trainings under this policy that are scheduled outside of their regular work schedule must be willing to flex regularly scheduled hours to minimize overtime to the Airport and to accommodate training, meeting, and workshop schedules.

**Use of Compensatory Time Off.**

Compensatory time off or overtime will be authorized in accordance with applicable laws and the applicable employee agreement. Should the occasion arise that would require compensatory time off or overtime, the manager or supervisor will review the request and, if approved, specifically note and grant authorization.

**Requesting and Obtaining Reimbursements**

Procedures to request and obtain reimbursements under this policy section can be found in the Airport's *Travel and Other Expense Reimbursement Policy*.

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**POLICY#: 226****SECTION II: Employment and Legal Administration****SUBJECT: Health Insurance and Retirement**

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**POLICY**

The Airport strives to offer effective benefit plans to all regular employees. Medical, dental, and vision plan designs and premium cost-sharing offered by the Airport will meet or exceed any federal or state minimum requirements. The Airport provides additional benefits including life and accidental death and dismemberment (AD&D) insurances, state disability insurance (SDI), cafeteria plan (flexible spending account and supplemental insurances), California Public Employees' Retirement System (CalPERS) and deferred compensation plans. More specific details on plans offered and employer/employee cost-sharing can be found in MOUs and insurance plan documents. Eligibility begins on the first of the month following the first date of employment.

**WAIVER**

Employees may apply in writing to the Airport for waiver of required participation in the Airport's medical insurance program and to receive a payment in lieu of medical insurance coverage. The in lieu opt out payment amount for all employees hired on or after July 1, 2009 is five hundred dollars (\$500). To be eligible to opt out of the Airport's medical insurance and receive a payment, the employee must provide proof of current equivalent coverage through other sources, which the Airport deems acceptable. The payment in lieu of Airport medical insurance amount will be paid as a taxable cash benefit. Employees enrolled in the Airport's medical insurance coverage will not receive any waiver payment. Cash in-lieu payments for employees hired prior to July 1, 2009 who have applied for and received a waiver may be found in the applicable employment agreement.

**COBRA RIGHTS**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible employees and their beneficiaries to continue health insurance coverage under the Airport's health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare or when a dependent child no longer meets eligibility requirements. Contact Human Resources to learn more about applicable COBRA rights.

**LIFE INSURANCES**

The Airport maintains life insurance at no cost to the employee. Plan documents are on file with the Airport's Human Resources office and benefit levels are subject to change with subsequent resolution or contractual agreement. Specific level of coverage and other details can be found in the applicable employee agreement.

**STATE DISABILITY INSURANCE**

The Airport provides State Disability Insurance (SDI). Employees pay 100% of the cost for SDI through payroll deductions.

To the extent permitted by contract or law, this insurance coverage will be integrated with workers' compensation or sick leave benefits received by the employee.

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**SECTION III:  
EMPLOYEE CONDUCT**

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## **INTRODUCTION**

The Airport is committed to protecting the safety, health and wellbeing of those receiving Airport services, all employees and other individuals in our workplace. We recognize that alcohol and drug abuse pose a significant threat to these goals. We have established a program that balances our respect for individuals with the need to maintain an environment free of alcohol and drug abuse.

## **PURPOSE**

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of the Airport's managers and employees. To that end, the Airport will act to mitigate the impact of an employee's abuse of any substance (alcohol, illegal drugs, prescription drugs, or any other controlled substance, as defined by the Controlled Substances Act) that could impair the employee's ability to safely and effectively perform the functions of an employee's job, or which increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the Airport's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination. Whenever possible, the Airport will give preference to rehabilitation over discipline when responding to an employee's substance abuse.

## **POLICY**

### **APPLICABILITY**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies to employees during their regular working hours, whenever an employee is conducting business or representing the organization, when an employee is on call or on paid standby, or when an employee is on Airport property. Our policy covers, but is not limited to managers, supervisors, regular full-time employees, regular part-time employees whether on or off-site, and contractors.

### **PROHIBITED BEHAVIOR**

At all times that this policy is applicable, the use, distribution, dispensing, possession, or manufacture of any alcohol, illegal drugs, prescription drugs, or any other controlled substances is prohibited unless specifically authorized by the Airport. Law enforcement will be notified, as appropriate, where criminal activity is suspected.

Use of illegal drugs is always prohibited. The illegal or unauthorized use of prescription drugs is always prohibited. Consumption of alcohol during normal business hours is prohibited.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to notify his/her supervisor. An employee is not required to disclose the nature of his/her medical condition, or to identify the medication he/she is taking, but must clearly indicate effects, such as impaired alertness, balance

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**POLICY#: 301****SECTION III: Employee Conduct****SUBJECT: Drug Free Workplace**

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impairment, warnings about operation of machinery, etc. Failure of an employee to notify a supervisor of his/her use of any medication that may interfere with his/her work performance may result in discipline, up to and including termination. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required by the Executive Director or his/her designee. The employee may obtain such clearance on Airport time and at Airport expense if the employee is directed to obtain the verification prior to commencing his or her assigned duties. Use of Airport time must be reasonable and no overtime liability will be incurred. If a physician does not release an employee to work while taking medication or if an employee requires modified duty, the Airport will engage in the interactive process with the employee to identify an alternate work assignment, appropriate use of leave, or other form of temporary or permanent reasonable accommodation.

**ASSISTANCE**

The Airport recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.
- May cover treatment for alcoholism and/or other drug use through the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

**COMMUNICATION**

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of the policy.
- The policy will be reviewed in orientation sessions with new employees.
- Supervisors will receive training to recognize employees with alcohol and other drug problems.

**DRUG AND ALCOHOL TESTING****Types of Testing**

The Airport may require pre-employment drug testing prior to hire and drug testing of employees and other personnel, as described in the section on *Applicability* earlier in this policy, upon reasonable suspicion. Except as may be required by the DOT for specific safety-sensitive positions, or agreed in a last-chance return-to-work agreement with an individual employee, the Airport will not conduct random drug testing. Pre-Employment Testing: A pre-employment drug test may be conducted before an employee is hired.

**Reasonable Suspicion Testing**

All employees will be subject to reasonable suspicion testing (also known as probable cause testing) when there are reasons to believe that drug or alcohol use is adversely affecting job performance or the employee

has violated the Airport's alcohol or drug prohibitions. A reasonable suspicion referral for testing will be made based on documented objective facts and circumstances that are consistent with short-term effects of substance abuse. Persons designated to determine whether reasonable suspicion exists must have training to detect and document the physical, behavioral, speech, and performance indicators of intoxication and use of controlled substances.

All testing, sample collection procedures, analysis methods relative to substances evaluated and cutoff limits, and reporting of test results will be performed by a qualified and objective third-party administrator (TPA), which will adhere to and follow the guidelines (and all subsequent amendments for workplace drug testing as established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA). The TPA will use a laboratory certified by SAMHSA to perform all analyses of samples, and a medical review officer (MRO) qualified according to SAMHSA standards.

### **Medical Examination Procedure**

The medical examination may test for any substance that could physically and/or mentally impair an employee's ability to effectively and safely perform the functions of his/her job, including but not limited to alcohol, prescription medications, heroin, cocaine, morphine and its derivatives, PCP, methadone, barbiturate, amphetamines, marijuana, other cannabinoids, and other illegal substances defined by Federal or State law.

Employees may consult with a representative prior to being medically examined for use based upon reasonable suspicion. The representative must be available and present within a reasonable time from the request, a reasonable time being approximately one hour from notification. The Airport reserves the right to administer the medical exam within one hour of the call to the representative.

#### **Results of Medical Examination**

A positive result from a drug and/or alcohol test obtained during a medical exam may result in disciplinary action, up to and including termination. The decision to discipline or termination will be carried out in conformance with the Airport's discipline procedures and policies. Whenever possible, the Airport will give preference to rehabilitation over discipline when responding to an employee's substance abuse.

If a drug screen is positive for a prohibited substance, the employee must provide within two working days of the receipt of the positive test results, bona fide verification of a valid current prescription for the drug identified in the drug screen. Extension of the time beyond the two working days may be granted upon the showing of good cause. The prescription must be in the employee's name. If the employee does not provide acceptable verification of a valid prescription, if the prescription is not in the employee's name, or the employee has not previously notified his or her supervisor, the employee will be subject to disciplinary action up to, and including, termination.

If an employee tests positive for any prohibited substance and the Airport notices its intent to discipline the employee, within forty-five (45) days of issuance of a Notice of Intended Disciplinary Action, the employee or employee labor organization may request and secure at the employee's or employee labor organization's expense, a test of the specimen. The employee or the employee labor organization will advise the Airport in writing of the request for testing a second specimen within ten days of making such a request.

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**CONFIDENTIALITY**

Medical or laboratory reports or test results will not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Deputy Executive Director of Finance and Administration. The reports or test results may be disclosed to Airport management on a strictly need-to-know basis and to the employee upon request. Disclosures, without employee consent, may also occur when: 1) the information is compelled by law or by judicial or administrative process; 2) the information has been placed at issue in a formal dispute between the employer and employee; 3) the information is to be used in administering an employee benefit plan; or 4) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure.

**SEARCHES**

The Airport reserves the right to search, without employee consent, all areas and property in which the Airport maintains control or joint control with the employee. Controlled and jointly controlled areas include Airport vehicles, offices, desks, file cabinets, lockers, etc. Notwithstanding the above, no employee will have his or her locker, or other space for storage that is owned or leased by Airport that may be assigned to him or her searched except when he/she has been notified that a search will be conducted. Employee requests to be present during the search will be honored if the employee is able to return to the worksite within one hour of notification of the search. All such searches will be based upon probable cause to search. Probable cause forming the basis of the search will be provided to the employee in writing. The written document will be given to the employee prior to the search or, if that is not possible, within twenty-four hours of the search.

Except as specified elsewhere in this Policy Book, any manager or his/her designee will not physically search the person of employees, nor will they search the personal possessions of an employee without the written consent of the employee.

**EMPLOYEE RESPONSIBILITIES**

An employee must:

- Not report to work or be subject to duty while his/her physical and/or mental ability to perform job duties is impaired due to on- or off-duty alcohol or drug use;
- Not possess impairing substances (alcohol, illegal drugs and prescription drugs without a prescription) during working hours or while subject to duty, on breaks, or at any time while at the assigned worksite;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty;
- Submit immediately to a medical examination when ordered, in writing, by a manager or his/her designee when reasonable suspicion exists that the employee is either physically and/or mentally unable to perform the duties of his/her position;
- Notify his/her supervisor, before beginning work of any medications he/she has been prescribed that could interfere with the employee's safe and effective performance of duties or operation of equipment; When a drug screening/test is positive for a potentially impairing drug or medication, provide within two working days of request a bona fide verification of a current valid prescription

in the employee's name for that drug or medication. Extensions of time beyond the two working days may be granted upon the showing of good cause; and

- Abide by all applicable regulations of the Federal Drug-Free Workplace Act of 1988.

Thus, such employees who are convicted after March 18, 1989 of any criminal drug statute for a violation occurring in the workplace must notify the Airport no later than five days after the conviction. Once the Airport is notified of the conviction, the Airport must then notify the appropriate federal agency of the conviction. With respect to any employee so convicted, the Airport will take appropriate personnel action up to and including termination. As a condition of continued employment, the Airport may require the convicted employee to satisfactorily participate in an approved drug abuse rehabilitation program.

**In addition, employees are encouraged to:**

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Seek appropriate treatment for drug and alcohol abuse before it impairs workplace safety and work performance.
- Report dangerous behavior to their supervisors.

**MANAGERS RESPONSIBILITIES**

It is a manager's responsibility to:

- Inform employees of the drug-free workplace policy, and attend required supervisory training related to this policy
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative behaviors and problems in performance
- Counsel employees as to expected performance improvement
- Clearly state consequences of policy violations
- Report any concerns to management

**MANAGEMENT RESPONSIBILITIES**

Managers or their designees are responsible for reasonable enforcement of this policy. A manager or his/her designee may order an employee to submit to a medical examination when he/she has reasonable suspicion that an employee is intoxicated or impaired by drugs or alcohol while on the job or receiving compensation while on-call. Subject to being called "reasonable suspicion" is such a state of facts as would lead a supervisor to entertain an honest and strong suspicion that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so that the employee is not able to physically and/or mentally perform the duties of his/her position in a proper manner.

Any manager or his/her designee ordering an employee to undergo a medical examination will document in writing the facts constituting reasonable suspicion that the employee in question is intoxicated or impaired by alcohol or drugs, prior to the request for the medical exam. Any manager or his/her designee encountering an employee who refuses an order to submit to a medical examination will remind the

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employee of the requirements and disciplinary consequences of this policy. A refusal to test means that an employee:

- Engages in conduct that clearly obstructs or does not allow for the successful completion of the testing process, including refusal to sign consent forms.
- Fails to provide adequate breath for alcohol testing as required by Airport without a valid medical explanation (as determined by a medical evaluation);
- Fails to provide an adequate urine sample for controlled substances testing as required by Airport without a genuine inability to provide a specimen as determined by a medical evaluation.
- Where there is reasonable suspicion that the employee is impaired by alcohol or drugs, the manager or his/her designee should ensure that the employee is safely transported to an appropriate location.

**REASONABLE SUSPICION TESTING PROCEDURES**

Reasonable Suspicion procedures follow and forms including a Reasonable Suspicion Testing Checklist and Reasonable Suspicion Testing Consent Form can be found in Appendix C of this Policy Book.

**OBSERVATION OF BEHAVIOR**

When a supervisor is notified or suspects an employee may be in violation of the Airport's *Drug Free Workplace Policy*, the supervisor must observe the behavior of the employee and immediately complete the Reasonable Suspicion Testing Checklist.

After completing the Reasonable Suspicion Testing Checklist, if the supervisor concludes there is reasonable suspicion that the employee may be in violation of the policy (e.g. using or being under the influence of drugs or alcohol while at work), the supervisor must contact another qualified observer (such as an Airport supervisor, manager, or Human Resource professional who has received training) to detect and document the physical, behavioral, speech, and performance indicators of intoxication and use of controlled substances. The second observer must also observe the behavior of the employee and complete a separate Reasonable Suspicion Testing Checklist.

After completing both Reasonable Suspicion Testing Checklists, if the supervisor and second observer both believe the employee may be in violation of the policy, the supervisor and second observer must escort the employee to an area where a conversation with the employee can be held in private. Both the supervisor and second observer should be involved in all steps of the process and both are expected to fully document the events immediately. An HR professional should be consulted as soon as feasible.

**EMPLOYEES SUBJECT TO A COLLECTIVE BARGAINING AGREEMENT**

Employees may consult with a representative prior to being medically examined for use based upon reasonable suspicion. The representative must be available and present within a reasonable time from the request, a reasonable time being approximately one hour from notification. The Airport reserves the right to administer the medical exam within one hour of the call to the representative.

### **NOTIFICATION OF VIOLATION TO EMPLOYEE**

The supervisor will inform the employee that observations indicate that the employee may be in violation of the Drug-Free Workplace Policy and will inform the employee of the observations recorded. The supervisor must ask the employee to offer an explanation of the observed behaviors. Both the supervisor and the second observer will document the conversation, including noting if the employee declined to comment.

After an explanation is provided, or the employee declines to comment, if both the supervisor and second observer believe the employee is in violation of the policy, they will notify the employee as follows:

"The Airport's Drug Free Workplace policy states that employees will be subject to reasonable suspicion testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance or the employee has violated the Airport's alcohol or drug prohibitions. At this time, we believe you are in violation of the Drug Free Workplace policy and are requesting that you submit to a reasonable suspicion drug/alcohol test. This test will involve screenings to detect the presence of alcohol or drugs in your system. A positive test could result in corrective action, up to and including termination of your employment. Please read the Reasonable Suspicion Testing Consent Form, provided to you, and sign in the appropriate area to indicate either your consent to or your refusal of the test. Failure to submit to and/or complete this testing may lead to corrective action, up to and including termination of employment."

### **EMPLOYEE REFUSES TESTING**

If the employee refuses to submit to the testing, the supervisor must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. The supervisor should again ask the employee to submit to the testing. If the employee refuses again, the supervisor will inform the employee that the refusal could subject them to corrective action. The supervisor will instruct and assist, if necessary, the employee to make arrangements to be taken home safely. If the employee refuses such arrangements, the supervisor may obtain employee vehicle information such as make, model, color, license plate number and notify local police that the supervisor is the supervisor of an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee may be attempting to operate a vehicle. The supervisor must report this refusal to HR as soon as possible.

### **EMPLOYEE CONSENTS TO TESTING**

If the employee consents to testing, the supervisor should contact and inform the appropriate specimen collector that they are the supervisor of an employee suspected of being in violation of the Drug-Free Workplace policy and that the suspected employee will be transported to the specimen collection location for a drug/alcohol test screening. The supervisor or a manager will transport the employee to the collection location.

### **SPECIMEN COLLECTION**

For alcohol testing, an evidential breath-testing (EBT) device is used. For drug testing, urine specimen collection and testing by a laboratory certified by the Department of Health and Human Services is required by the Omnibus Transportation Employee Testing Act.

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The supervisor or manager will remain with the employee while at the collection location. If the employee refuses to cooperate in the testing process, the supervisor or manager must tell the employee that refusal to submit to and complete the testing could subject them to corrective action up to and including termination of employment. If after reasonable efforts have been made to enable the employee to provide a breath or urine specimen and the employee is unable to do so, third party administrator protocol is to be conducted to establish medical impediment to providing a specimen. If no medical impediment exists, it is considered a refusal to test. Once the screening has been completed, the supervisor or manager will inform the employee to report to duty at their next assigned shift and should instruct, assist, and if necessary, arrange to take employee home safely.

**HUMAN RESOURCES NOTIFICATION**

The supervisor must notify Human Resources as soon as possible and provide him/her with the original copies of the Reasonable Suspicion Testing Checklist, the Reasonable Suspicion Testing Consent Form, and any other relevant documentation.

**TEST RESULTS**

Test results will be reviewed by a medical review officer who will report test results in accordance with the guidelines (and all subsequent amendments) established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA) to the Deputy Executive Director of Finance and Administration. The Deputy Executive Director of Finance and Administration will work with operational supervisors, managers, and the employee as appropriate to determine next steps.



## **POLICY**

For health, safety, and business considerations, employees are discouraged from smoking. This includes electronic cigarettes and personal vaporizing devices (“vape pens”) Secondhand smoke can be harmful to nonsmokers as well as smokers. Smoking is not permitted in Airport buildings, or in the presence of Airport’s customers. Employees who wish to smoke may do so on designated breaks outside and in accordance with California state law. Smoking is prohibited within 20 feet of main entrances, exits, operable windows, or ventilation system intakes.

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**POLICY#: 303**

SECTION III: Employee Conduct

**SUBJECT: Workplace Security, Safety, and Violence in the Workplace**

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**POLICY**

To provide a safe and healthful work environment for employees, clients, visitors, and the general public, the Airport has established a workplace safety program. All employees are responsible for the safety of themselves as well as others in the workplace and this depends on the alertness and personal commitment of all. This program is a top priority for the Airport and is defined in the *Airport Injury and Illness Prevention Plan (Plan)*. The *Plan* is available for review by all employees in their assigned departments as well as in Human Resources.

Some of the best safety improvement ideas come from employees. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action up to and including termination of employment.

If an accident results in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

**ASBESTOS NOTIFICATION**

California Health and Safety Code requires that employees must be notified that certain Airport buildings built prior to 1979 were built with some construction material containing asbestos (ACM). ACM (e.g. floor or ceiling tiles, exterior coverings, and insulation) poses no significant health hazard if it is not disturbed. Therefore, when conducting any maintenance on an ACM building, it is important that employees do not drill, scrape, sand, attempt to remove or in any way disturb possible ACM.

When authorized repair or remodeling is performed in an ACM building, strictly regulated procedures must be followed to prevent release of asbestos. Employees must report any activity that may disturb asbestos construction materials. For more information about a particular building, or to report an asbestos concern, contact your supervisor or the Manager of Operations.

**VIOLENCE IN THE WORKPLACE**

The Airport also has a zero-tolerance policy for acts of violence and threats of violence in the workplace.

Threatening or intimidating behavior, threats, or acts of violence will not be tolerated and may be grounds for immediate termination, arrest and prosecution, and/or civil action. Any individual who engages in threatening behavior or violent acts (or who makes comments about inflicting self-harm or harming others, even if in jest) while on Airport property will be removed from the premises and may not return until the incident is fully investigated. The Airport reserves the right to have any such incident assessed by a professional who specializes in threat assessment.

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**SUBJECT: Workplace Security, Safety, and Violence in the Workplace**

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Threats to or intimidation of employees in the workplace by individuals outside the Airport are also not tolerated and must be reported to the Executive Director immediately. Alternatively, reports can be made to the Airport's legal counsel. This may include acts of domestic violence and threats of harm from customers or vendors toward employees or Airport property.

Possession of a weapon on Airport premises and at Airport-sponsored events will constitute a threat of violence.

If an employee is a witness to or receives a threat, or learns that another person has witnessed or received a threat, he/she must notify their supervisor or the Executive Director immediately. Reports must be made of all incidents no matter who was involved or their relationship to each other. If an employee applies for or obtains a protective or restraining order that lists Airport locations as protected, he/she must provide a copy to the Executive Director. The Airport understands the sensitivity of such information and uses confidentiality procedures that recognize and respect employees' privacy.

The safety of the office as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential safety risks. Employees should immediately notify management when unknown persons are acting in a suspicious manner in or around the workplace.

The Executive Director or his/her designee will respond to and conduct any necessary investigation of any potential threats of violence.

Specific procedures regarding violence in the workplace will be documented through the Injury and Illness Prevention Program, in accordance with Cal\_OSHA requirements.

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**POLICY#: 304**

SECTION III: Employee Conduct

**SUBJECT: Vehicle Use/Driving on District Business**

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**POLICY**

The purpose of this policy is to define the responsibilities and rules for the use of Airport vehicles and equipment, and privately-owned vehicles used for Airport business. This policy applies to Airport Board members, managers, employees, and other authorized individuals as specified in this policy. This policy will take the place of all previous Airport vehicle policies and resolutions of the Airport's Board of Directors related to these topics, except for additional Department specific written policies and guidelines

**MANAGER RESPONSIBILITIES****Enforcement**

Managers are responsible for enforcing this policy within their departments.

**Driver's License Checks**

Airport will require DMV driver's license checks for new employees that are required to drive as part of their duties with the Airport.

**Driver's License and Insurability Verification**

The Finance and Administration Department is responsible for verifying that all employees who drive on Airport business are insurable under the Airport's risk pool and have a valid California driver's license. This departmental obligation does not diminish the employee's obligations pursuant to this policy.

**DOT Driver Records**

The Finance and Administration Department will maintain accurate records of employees who are required by Department of Transportation (DOT) regulations to have a commercial driver's license. At a minimum, the record will include a copy of the employee's current DOT identification card, and a copy of the most recent DMV driver record information.

**Pull Notice Program**

Airport employees who are required by California DMV pull notice policy (Class A, B, and C with special endorsements) or drive on Airport business daily must be enrolled in the Department of Motor Vehicles (DMV) pull notice program in accordance with DMV program rules. Hard copies of the employee's activity reports are kept and tracked by the Finance and Administration Department as provided and allowed for under the California DMV pull notice program.

**EMPLOYEE RESPONSIBILITIES****Responsible Driving**

Each Airport driver/operator must drive responsibly, anticipate emergency situations and make every effort to avoid accidents. All employees operating a vehicle on Airport business represent the Airport and will always project a professional and responsible image to the public.

**Follow Traffic Laws**

Airport drivers/operators are expected to be knowledgeable of and follow all applicable Federal, State, and local traffic laws.

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**Driver's License**

Airport employees operating vehicles or equipment on Airport business must have a valid State of California Driver's License at the appropriate level and with any necessary special endorsements. For the purpose of this policy section, "valid" means a current California Driver's License without restrictions, suspensions, or any other non-validating activity.

**Suspended, Revoked or Restricted Driver's License**

Airport employees who are required to have a valid California driver's license to operate vehicles or equipment on Airport business must immediately inform their supervisor in the event their driver's license is suspended, revoked, or is otherwise restricted in a way that impacts the employee's ability to perform their job. Failure to inform a supervisor or other Airport management staff member may result in disciplinary actions per the Airport's policies and guidelines.

**OPERATING A VEHICLE ON AIRPORT BUSINESS****Privately Owned Vehicles**

Employees using privately owned vehicles on Airport Business are subject to all subsections listed below and as specified in the section *Airport Owned or Leased Vehicles and Vehicles under Airport Control*. The use of privately owned vehicles for Airport Business must have prior approval by the Executive Director or a department manager.

**Responsibility**

Department managers are responsible for determining when it is most advantageous to the Airport for an employee to use a privately-owned vehicle on Airport business. Factors to be considered include: availability of Airport vehicles, cost of a Airport vehicle vs. mileage reimbursement, the appropriateness of the vehicle for the required use and best use of employees' time and operational efficiency.

**Insurance Requirements**

Employees who drive a privately-owned vehicle on Airport business must maintain automobile insurance that complies with the State of California minimum requirements for bodily injury and property damage.

**Primary Insurance Coverage**

If an employee is involved in an accident in a privately-owned vehicle, even though conducting authorized Airport business, the employee's automobile insurance is primary to any other coverage per the California Vehicle Code.

**Exclusive Use**

No employee will travel on Airport business in a privately-owned vehicle without the approval of his/her division manager.

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**POLICY#: 304**

SECTION III: Employee Conduct

**SUBJECT: Vehicle Use/Driving on District Business**

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**Reimbursement Claims**

When Airport employees use a privately-owned vehicle on Airport business they will be reimbursed at the rate provided by the mileage reimbursement rates as shown on the IRS website at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

Reimbursement will be based on the mileage from door-to-door. Door-to-Door means that mileage will be paid from the point (either employee's home or Airport office) from which the employee leaves for the reimbursable event.

Claims for mileage reimbursement must be submitted on Airport claim forms and processed in accordance with the Airport's Business and Administrative Services procedures.

**Motorcycles**

No employee will operate a motorcycle on Airport business without specific authorization of the department manager.

**Airport Owned or Leased Vehicles and Vehicles Under Airport Control****Authorization**

Airport owned vehicles will be driven only by appropriately licensed and authorized Airport managers, employees or other authorized persons. Authorization must be by the appropriate Airport manager, Executive Director, or Board of Directors.

**Authorized Riders**

No person will be permitted to ride in an Airport vehicle unless such person is an Airport manager, employee, or other authorized person conducting official Airport business, or is a passenger authorized to be in said vehicle by the Executive Director, an Airport manager, or Board of Directors.

**Airport Business Use Only**

Airport vehicles must be used for official Airport business only. No person other than an Airport employee or authorized person, as described in this section, will be allowed to operate any Airport vehicle.

**Seat Belt Usage**

The driver and all passengers in an Airport vehicle or in a private vehicle being used on Airport business must use seat belts.

**Cell Phone Usage While Driving or While Operating a Vehicle**

Airport employees will follow the applicable law, which includes not operating a private vehicle on Airport business or an Airport vehicle, at any time, while using a wireless telephone or an electronic wireless communications device, unless if equipped with a hands-free device, meeting code requirements. (Vehicle Code, Division 11, Chapter 12, Article 1, §23100 - 23135.

Exception 1: This section does not apply to a person using a wireless telephone for emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency services agency or entity. The Airport will supply hands-free equipment

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for any employee required to take or make emergency calls to, from, or on behalf of the Airport while driving.

Exception 2: This section does not apply to a person when using a digital two-way radio that utilizes a wireless telephone that operates by depressing a push-to-talk feature and does not require immediate proximity to the ear of the user, and the person is driving one of the following vehicles: A motor truck or a truck tractor that requires either a commercial class A or class B driver's license to operate.

An employee who is convicted for a wireless telephone, cell phone, or electronic wireless communications device violation may be subject to disciplinary actions up to and including termination and in accordance with the Airport's Policy 404: *Progressive Disciplinary Process*.

As used in this section "write, send, or read a text-based communication" means using an electronic wireless communications device to manually communicate with any person using a text-based communication, including, but not limited to, communications referred to as a text message, instant message, or electronic mail.

For purposes of this section, a person will not be deemed to be writing, reading, or sending a text-based communication if the person reads, selects, or enters a telephone number or name in an electronic wireless communications hands-free device to make or receive a telephone call.

### **Vehicle Operation**

Drivers must be familiar with the manner of operation of vehicles that they operate on Airport business. If drivers are unsure of the operation of their vehicle, they should check the owner's manual in the glove box of the car or contact their supervisor or manager for assistance.

### **Attentive Driving**

Drivers must remain attentive to driving at all times. Use of cellular phones, eating or drinking, dealing with passengers or other distractions while the vehicle is moving should be avoided. Whenever possible, drivers should pull off the road and stop when having to deal with distractions in the vehicle.

### **Smoking**

Smoking is prohibited in all vehicles owned, leased, or operated by the Airport.

### **Alcohol Drugs and Other Intoxicants**

Consumption of alcohol, drugs or other intoxicants while operating Airport vehicles or equipment or while operating a privately-owned vehicle on Airport business is strictly prohibited.

### **Dangerous or Defective Vehicle**

Any Airport owned vehicle, or privately-owned vehicle while being used for Airport business, must not be operated when in a known dangerous or defective condition.

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**Reporting an Unsafe Vehicle**

When an Airport vehicle is found to be in a dangerous or defective condition, it must be reported to a supervisor or the Operations and Maintenance Manager as soon as possible.

**Visual Inspections**

Employees will complete a Vehicle Inspection Form and conduct a visual inspection of the Airport assigned vehicle for damage prior to use and as required by law or instructed by a supervisor. Any damage or safety problems observed must be reported to an employee's supervisor or the Operations and Maintenance Manager immediately upon discovery. Employees must not operate a vehicle deemed to be unsafe to operate, and must follow procedures noted in this policy.

**Traffic Citations**

Any employee who receives a traffic citation other than for illegal parking while operating an Airport owned vehicle, or while operating a privately-owned vehicle on Airport business, must report such citation to his/her supervisor.

**Returning Airport Vehicles**

When returning an Airport vehicle, the vehicle will be cleaned and cleared of all debris.

**Vehicle Accidents or Damage****Safe Driving**

It is the responsibility of the driver of Airport owned vehicles, or privately-owned vehicles while being used for Airport business, to exercise reasonable care to avoid impediments or obstructions in the path of the vehicle that may cause damage to the vehicle, other vehicles or property, or injury to drivers, passengers, and pedestrians. As such, any employee discovered (after internal or third-party investigation) not to be exercising reasonable care (e.g., convicted of a violation, running a red light, etc.) of an Airport vehicle, will be subject to disciplinary actions up to and including termination.

**Accident / Damage Reporting**

All accidents and vehicle and property damage in an Airport vehicle or piece of equipment or a privately-owned vehicle being used on Airport business, regardless of severity, must be reported immediately to the employee's supervisor, and, as required by law or Airport policy, to the appropriate law enforcement agency. Employees involved in an accident that requires notification to a law enforcement agency must request an official accident report from the responding officer. Any incidents involving an Airport vehicle requiring towing services must be reported immediately and an incident report submitted.

**Timely Reporting of Accidents**

Employees involved in any accident in an Airport owned vehicle or a privately-owned vehicle being used on Airport business or on a work site or property owned, leased, or under the control of the Airport, will make a complete report of such accident to their supervisor within one business day.



**Accident Report Forms**

Accident reports will contain information on other vehicles, drivers, property involved, witnesses, weather conditions, road conditions, and any other pertinent information regarding such accident. Accident Report Forms are in the glove compartment on all Airport vehicles or may be obtained from an employee's supervisor.

**Insurance Requirements**

Employees who drive a privately-owned vehicle on Airport business must maintain and provide evidence of automobile insurance to the Finance and Administration Department annually that exceeds the State of California minimum legal requirements for auto insurance coverage. State limits are available at [https://www.insurance.ca.gov/01-consumers/105-type/95-guides/01-auto/auto101.cfm#Liability Coverage and California Law](https://www.insurance.ca.gov/01-consumers/105-type/95-guides/01-auto/auto101.cfm#Liability%20Coverage%20and%20California%20Law).

**Primary Insurance Coverage**

If an employee is involved in an accident in a privately-owned vehicle, even though conducting authorized Airport business, the employee's automobile insurance is primary to any other coverage per the California Vehicle Code.

**Take Home Vehicles****Take Home Vehicle Assignments**

Take home vehicle assignments are at the discretion of the Executive Director and are to be limited to those staff engaged in immediate, first line, emergency response for critical services or when a take home vehicle assignment results in an economy and/or efficiency that is in the best interest of the Airport.

**Intermittent Take Home Vehicle**

The Executive Director, on a case-by-case basis, will approve intermittent take home vehicle assignments. Intermittent take home vehicle assignment is the overnight usage of an Airport vehicle on an intermittent or other than normal basis.

**Global Positioning System (GPS)**

Airport vehicles and equipment may be equipped with Global Positioning System Software (GPS). This equipment notifies the Airport of maintenance needs related to the Airport's vehicles and equipment, helps to retain location information to respond to customer concerns and inquiries, assists in dispatch of Airport vehicles, and provides safety by allowing location identification for employees on a solo response or after hours.

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**POLICY#: 305**

SECTION II: Employee Conduct

**SUBJECT: Personal Communication Device Use**

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**PURPOSE**

This policy applies to the use of personal and Airport issued personal communication devices (PCDs) by employees within the course and scope of employment. For purposes of this policy, PCDs includes any electronic communications device in which the user can write, send or read text-based communications.

**POLICY**

All Airport PCDs are provided as a tool to conduct Airport related business. Airport PCDs are issued on an as needed basis with the approval of the department manager. All Airport employees will use such devices in a responsible, appropriate, and safe manner. All employees assigned communications equipment will assume the responsibility to use the equipment in accordance with the provisions of this policy.

Employees are prohibited from installing any third-party software to Airport PCDs unless approved by the employee's supervisor in writing.

Employees have no expectation of privacy as to data residing in PCDs and /or voice mail, cell phone bills, and usage reports. The Airport may inspect that data at any time and without notice, as permitted by Federal and State law.

Employees must protect Airport PCDs from loss or damage. An employee assigned an Airport PCD is responsible for its good care and will be required to reimburse the Airport's cost for any damage or loss due to negligence. If such a device is damaged, fails to work properly, or is stolen or lost, the employee must notify the department manager immediately. PCDs must be charged and turned on at all times while on Airport business.

Airport employees should only use PCDs in the performance of their official duties. Personal use of Airport PCDs is strictly prohibited and will result in disciplinary action and reimbursement of charges to the Airport for personal use.

Employees will only use the camera function on Airport PCDs for work-related purposes.

PCDs must be set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls or texts may disrupt normal workflow.

**Use of Personally Owned PCD**

Employees should limit PCD usage during work hours to breaks or lunch periods. Usage outside of the break and lunch periods should be minimal and must follow the guidelines in this Policy.

PCD must be in silent or vibrating mode during work hours and must not be disruptive to co-workers, cause undue disruption to work activities, or have an adverse effect on work place safety.

**Use of PCD While Operating a Vehicle**

In the interest of the safety of our employees and other drivers, Airport employees must follow the applicable law and the Airport's *Vehicle Use Policy/Driving on Airport Business*, which includes not

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Administrative and Personnel Policy Book**

operating an Airport vehicle while using a PCD unless it is specifically designed and configured to allow hands-free listening and talking, and is used in that manner while driving. Under no conditions may Airport employees send or receive text messages, emails, or other forms of written communications on device PCD while operating a vehicle on Airport business as stated in the Airport's *Vehicle Use Policy/Driving on Airport Business*.

As determined by Airport management, if the employee's job requires a PCD to be turned on while driving, the employee will be provided and must use a hands-free device while using the PCD to conduct Airport business and while driving.

### **Location Services and Public Records Act Requests**

Some PCDs come equipped with location services. Location services may be turned on in an Airport PCD. In addition, phone calls and messages placed on behalf of the Airport and while conducting Airport business, whether on a personal or Airport phone, may be included in discovery or a Public Records Act request. Employees should not have an expectation of privacy while conducting Airport business using a cell phone.

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**POLICY#: 306****SECTION II: Employee Conduct****SUBJECT: District Property and Electronic Communications**

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**POLICY**

The Airport encourages the use of electronic communications resources to share information in support of its mission of public service and to conduct its business. Every employee is required to adhere to Airport rules and policies when on Airport property, at an Airport worksite, or when using Airport property or equipment. This policy governs all electronic communications resources as defined in Section V *Definitions*.

**USE OF AIRPORT PROPERTY AND EQUIPMENT**

Airport property is to be used only for conducting Airport business unless otherwise authorized. Airport property includes, but is not limited to: telephones, cell phones, desks, computers (including hardware and software), file cabinets, lockers, communications stored or transmitted on Airport property (such as emails and voicemails), vehicles, equipment, and any other Airport property used by Airport employees in their work.

Personal use of Airport property should be kept to a de minimus level. Under the law, de minimus is defined as “trivial” and “not worthy of judicial scrutiny.” For example, an employee asked to work longer on their regular work shift, might contact a family member briefly to let them know they will be late but should not discuss other plans over a longer period of time.

Airport property may be monitored through electronic, video, and global positioning software (GPS) means and searched at any time and for any reason. Messages sent or received on Airport equipment, including cell phones, may be saved and reviewed by others. Location services may be turned on in Airport equipment. Surveillance cameras in Airport workplace facilities may be monitored at any time. Vehicle maintenance, location, and operational data may be collected at any time. Therefore, except as provided for by law, Airport employees must have no expectation of privacy when on Airport property, at an Airport worksite, or when using Airport property or equipment.

**ELECTRONIC COMMUNICATIONS**

The Airport’s email system is an official communication tool for Airport business. An official email address is established and assigned by the Airport to each employee. All Airport communications sent via email will be sent to this address. Airport employees must use the official Airport email, instead of their private email address when conducting or communicating Airport business via email.

Electronic communications resources must be used in compliance with applicable statutes, regulations, and Airport policies including those that require a work environment free from discrimination and harassment. Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the Airport.

Employees are expected to use common sense and judgment to avoid any communication that is disrespectful, offensive or illegal.

The Airport, as the provider of access to its electronic communications resources, reserves the right to specify how those resources will be used and administered to comply with this policy. It is important to realize that the message content sent from the Airport’s account reflects upon the Airport (positively or

negatively) to those who receive the message. Employees may be subject to disciplinary action for using the electronic communications resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules and policies.

### **Incidental Personal Use**

- The Airport provides electronic communication resources to facilitate the performance of Airport work. Incidental personal use is secondary, and should not:
- Interfere with the Airport's operation of electronic communications resources;
- Interfere with the user's employment or other obligations to the Airport, or
- Burden the Airport with noticeable incremental costs.

Incidental use of the Airport's electronic communications resources should clearly indicate that the use is personal. Users of electronic communications resources must not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the Airport unless appropriately authorized to do so. The Airport is not responsible for any loss or damage incurred by an individual as a result of personal use of the Airport's electronic communications resources.

The Airport will not be responsible for maintaining or payment of personal Internet accounts or related software for any purpose, including maintaining the integrity and firewall protection of the Airport's network system, telephone system, modem pool, or communication server to access the Internet.

### **Privacy Limits**

The California Public Records Act requires the Airport to disclose specified public records. In response to requests for such disclosure, it may be necessary to examine electronic communication records that users may consider to be personal to determine whether they are public records that are subject to disclosure.

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**POLICY#: 306****SECTION II: Employee Conduct****SUBJECT: District Property and Electronic Communications**

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All communications transmitted via the Airport's electronic communications resources, whether or not related to personal or confidential matters, are subject to monitoring, at the Airport's discretion. The Airport monitors communications transmitted via the Airport's electronic communications resources in the ordinary course of business for purposes that include ensuring their reliability and security. The existence of passwords and "message delete" functions do not restrict or eliminate the Airport's ability or right to access electronic communications.

Employees should not communicate their private, privileged, or confidential information, including but not limited to personal attorney client communications, financial or medical information, and other privileged information, via the Airport's electronic communications resources. Employees who do communicate their private, privileged or confidential information via the Airport's electronic communications resources will be deemed to have waived any privilege or privacy rights in those communications, even where those communications are made via personal password protected accounts using the Airport's electronic communications resources. Additionally, the Airport may be required to produce information transmitted or stored on its electronic communications resources pursuant to a court order, subpoena, or statute.

**Restrictions**

The Airport reserves the right to restrict access to any data source via Airport owned technology, at its sole discretion. These restrictions do not constitute an implication of approval of other non-restricted sources. Without exhausting all the possibilities, the following are examples of inappropriate use of the Airport's electronic communications resources:

- Exposing others unwillingly, either through carelessness or intention, to material that is offensive, obscene, or in poor taste. This includes information that could create an intimidating, offensive, or hostile work environment.
- Any use that may, for a reasonable person, create or further a hostile attitude or give offense on the basis of race, color, religion, national origin, citizenship, ancestry, marital status, gender, disability, age, veteran's status or sexual orientation, or other protected class.
- Communicating confidential Airport information to unauthorized individuals within or outside of Airport.
- Sending messages or information that is in conflict with applicable law or Airport policies, rules or procedures.
- Attempting to access unauthorized data or break into any Airport or non-Airport system.
- Engaging in theft or the unauthorized copying of electronic files or data.
- Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include, but are not limited to, sending mass mailings or chain letters and creating unnecessary network traffic.
- Intentionally misrepresenting one's identity for improper or illegal acts.
- Engaging in unlawful activities.
- Engaging in commercial activity or activity for financial gain, not under the purview, on behalf of, or within the control of the Airport.
- Engaging in recreational use of the Airport's electronic communications resources that interferes with the ability of the employee or other users to conduct Airport work. This includes, but is not limited to, downloading or uploading games or shareware.

- Receiving and/or downloading executable files and programs via email or the Internet without express permission from the systems administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. All downloaded files must be scanned for viruses.
- Using another user's name and/or account, without express permission of the systems administrator, to access the Internet is strictly prohibited.
- Violating copyright and license agreements regarding software or publication they access or download from the Internet. The Airport will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication that is downloaded onto Airport computer resources becomes the sole property of the Airport.
- All list subscriptions for business purposes.

## **POLICY**

The attire employees wear to work reflects on each employee and the Airport in the eyes of the people we serve and the contractors with whom we work. In order to make a favorable impression of professionalism and pride in our work with the members of the public and industry representatives, it is important that all employees present a businesslike appearance while at work or in a work-related situation.

## **GUIDELINES**

Some guidelines to follow include:

- Clothing and footwear must not constitute a safety hazard.
- All employees should practice common sense in terms of neatness, safety, and comfort. Provocative clothing is prohibited.
- Exercise apparel, flip-flops, and similar apparel are not permitted unless prior authorization is obtained from Airport management.

Based on the nature of the job, certain employees are required to wear uniforms as a condition of employment. The Airport provides complete or partial uniforms to all employees who are required to wear a uniform at no cost to the employee. Employees are responsible for the safekeeping of these uniforms. Employees are not allowed to report for work in soiled or wrinkled uniforms. The Airport is responsible for all uniform alterations except for police and fire personnel. Uniforms are to be worn only when on duty or when traveling to and from work. Employees are responsible for the replacement of a uniform should it be lost, stolen or neglected.

For employees other than police, no adornments other than Airport name badges are authorized as part of the uniform. Upon termination of employment, or transfer to a department with different uniform requirements, all uniforms provided by the Airport must be returned to the Airport.

Employees wearing Airport issued clothing or promotional clothing labeled with Airport logos while on duty or off duty may be perceived by the public as in the employ of the Airport or on duty with the Airport. Therefore, employees who are wearing items with Airport logos or titles are expected to conduct themselves with integrity and decorum.

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**POLICY#: 308****SECTION III: Employee Conduct****SUBJECT: Use of Personal Items**

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**POLICY****USE OF PERSONAL ITEMS ON THE JOB**

The Airport provides the necessary equipment that employees require to accomplish their job and tasks in the most efficient and safe manner. However, employees who want to use their personal items at work may do so with the understanding that they are using personal items at their own risk and are liable for the property and that it must be safe and used responsibly.

Employees are responsible for securing their workspace at the end of the day. When called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around the workstation/vehicle that may be accessible. The Airport is not responsible for loss or damage to any personal property or equipment that is brought to an office location or Airport function.



## **POLICY**

It is the policy of the Airport to provide all information to the public that is not expressly prohibited from disclosure by the Public Records Act. Any request for a public document by a member of the public must be duly noted with the date, time and substance of the request as well as the name of the person making the request.

If staff has any question that a request is legally protected, they will address their question to the Executive Director or his/her designee who will then address the question directly with legal counsel, if necessary. Examples might be personnel records, communications between counsel and representatives of the Airport, or consultants' reports prepared with the participation of counsel.

If a copy of a document is requested, as opposed to an inspection of a public document, the copy will be provided as soon as possible, not to exceed ten working days to prepare the copies and provide them to the requesting party.

### **REQUESTS FOR INFORMATION FROM BOARD MEMBERS**

When a Board Member seeks clarification on informational items, the Board Member will be referred directly to the Executive Director or appropriate management personnel for information needed to supplement, upgrade, or enhance the Board Member's knowledge. When a Board Member seeks clarification on policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns will be referred directly to the Executive Director and/or legal counsel.

### **MEDIA CONTACT**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Executive Director may comment to news reporters or other media on programs, projects, policies or events that have an impact on the Airport. Otherwise, all media contacts and requests for information or interviews must be referred to the Executive Director.

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**POLICY#: 309****SECTION III: Employee Conduct****SUBJECT: Gratuities**

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**POLICY**

The purpose of this policy is to ensure that Airport employees do not receive or accept gifts or gratuities that may improperly influence their decision-making or job performance, subject to the business needs of the Airport. A gratuity is defined as a gift or service rendered to an individual. Gifts include, but are not limited to money, candy, alcoholic beverages, tickets to events, trips, or the use of equipment or property. All gratuities received or offered to the employee should be reported to the employee's supervisor.

An employee's job requirements may include attendance at conferences or other business gatherings, or other circumstances where it is necessary for business purposes to be able to accept gifts or gratuities. Accordingly, employees in these positions may not receive a gratuity from any individual, organization, or vendor doing business with the Airport that has an estimated aggregate value exceeding the maximum amount allowable by the Fair Political Reform Act that is administered by the Fair Political Practices Commission.

An employee's obligation under this policy is in addition to and does not in any way change his/her obligation under the Airport's *Business Ethics Policy (Policy #202)*. Airport employees may not receive a gratuity from any individual, organization, or vendor doing business with the Airport where doing so could influence or be perceived to influence the business decisions of the Airport.

Employees are required to comply with the Political Reform Act of 1974 and, as appropriate, to complete and file Form 700-FPPC, which is a public document, intended to disclose potential conflicts of interest.

**SECTION V:  
DEFINITIONS**

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## SECTION IV: DEFINITIONS

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**Abuse of Sick Leave** means the misrepresentation of the actual reason for taking sick leave, using sick leave for unauthorized purposes, failure to report sick leave, and may include chronic, persistent or patterned use of sick leave.

**Applicable Employee Agreement** refers to all valid, approved, and in force employee agreements including memorandums of understanding, terms and conditions of employment, and employment contracts.

**Alternative Work Schedule** is a regular schedule that is other than the standard work schedule of eight hours per day, five days per week. Examples include a “4/10” schedule (ten hours per day, four days per week) or a “9/80” schedule (eight, nine-hour days and one eight-hour day with one day off on the eight-hour day in a biweekly pay period). Such alternatives are offered to allow workable schedules for employer and employee and must not create overtime as required under Airport Policy or applicable employee agreement, or as required by law.

**Authorized Absence** is permission, properly requested in advance, to be absent from duty for a specified purpose, with the right to return before or upon the expiration of the leave.

**Base Hourly Rate** is the base hourly rate will be the hourly rate corresponding to the salary step in the salary scale to which the employee is assigned.

**Base Salary** is the base hourly rate multiplied by the total hours allocated in a calendar month.

**Break in Service** is a break in employment from the Airport such as a termination or resignation. A break in service does not occur because an employee is on an unpaid status.

**Calendar Year** is January 1 through December 31 in any one given year.

**Compensatory Time** is time off with pay (at the base hourly rate) to which an employee is entitled as provided for in this Policy Book, a valid and applicable employee agreement, and as allowed by law in lieu of cash compensation. The maximum allowed accrual of compensatory time is one hundred and twenty (120) hours.

**Conflict of Interest** occurs during a situation or activity that is incompatible with the employee’s position with the Airport.

**District** and **Airport** means the Monterey Peninsula Airport District, and any of its organizational units or boards and committees; may include Board of Directors, Executive Director, a department manager, or a supervisor.

**Day** means calendar day unless stated otherwise such as regularly scheduled work days or regular Airport business days (Monday through Friday, absent holidays).

**Electronic Communications Resources** include but are not limited to, the internet, mail, voice mail, cellular phones, pagers, personal digital assistants, smartphones, computers, laptops, telecommunications devices, video and audio equipment, wireless networks, data systems, telecommunications equipment, global positioning equipment, location devices, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, Airport hosted social media, and documentation that supports electronic communications services.

## SECTION IV: DEFINITIONS

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**Emergency Operations** are the performance of Airport functions or services necessary, in the opinion of the Airport, to protect or preserve the lives, safety, health, or property of the Airport and the public and environments served by the Airport.

**Employee** means any person legally employed by the Airport whether part-time, full-time, temporary, probationary, or under an employment contract. Unless otherwise stated, for the purposes of the policies within this Policy Book, members of the Board of Directors are not considered employees.

**Employee Full-Time** is an employee who is employed in an allocated, Board-approved, position that is regularly scheduled for eighty (80) hours of work in each pay period.

**Employee Part-Time** is an employee who is employed in an allocated position that is regularly scheduled for at least twenty (20) hours but less than forty (40) hours of work per pay period.

**Exempt Employee** is an employee who for the purposes of this Policy Book has been designated by the Airport as exempt from the provisions of the Fair Labor Standards Act (FLSA).

**Excessive Absenteeism** is use of unprotected leave that has an adverse effect on the services provided by the Airport, the essential functions of the employee's position, or the safety of Airport employees, and is unreasonable in nature.

**Fair Labor Standards Act (FLSA) Overtime** represents hours actual worked in excess of forty (40) hours in a workweek. For the purpose of calculating overtime hours under this section, the Airport will not include any paid time off (for example, sick leave, vacation, and holidays). Applying FLSA legal standards, the Airport will compensate an employee for overtime at the rate of one and one-half times the employee's base hourly rate of pay. The provisions of the FLSA are not hereby incorporated into this Policy Book by the mention of the statute.

**FTE (Full-Time Equivalent) Position** is the relationship that the position has to a regular full-time position as allocated in the budget (e.g., 1.0 FTE, 0.5 FTE). A regular full-time position is defined as a position that is regularly scheduled to work eighty (80) hours in a pay period.

**Hours Worked** includes all time spent by an employee while engaged in duties or activities required by the Airport and pursued necessarily and primarily for the benefit of the Airport. For non-exempt employees, hours worked will also include all hours that work is being performed that the Airport has authorized.

**In-Service Hours** is paid status as defined in an applicable employee agreement or employment contract up to a maximum of eighty (80) hours in a pay period.

**Introductory Employee** An employee, who is newly hired, promoted, demoted, or transferred.

**Introductory Period** is 12 months from date of hire, promoted, demoted, or transferred.

**Non-Exempt Employee** means an employee designated by the Airport as covered by the provisions of the Fair Labor Standards Act (FLSA). The provisions of the FLSA are not hereby incorporated into this Policy Book by the mention of the statute.

**Overtime – Non-Statutory – Exempt Employees**, also known as non-statutory overtime. For exempt employees is defined as all hours worked in excess of ninety (90) pay status hours in a pay period. Exempt employees may elect payroll payment or compensatory time for the purposes of accrued overtime related

## SECTION IV: DEFINITIONS

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to this definition. The Executive Director must approve hours worked over ninety (90) in a week, in advance.

**Overtime – Non-Statutory – Non-Exempt Employee**, also known as non-statutory overtime or contract overtime. For non-exempt employees, non-statutory overtime is defined as all hours worked in excess of forty (40) hours in pay status in a seven-day work period or in excess of eighty (80) pay status hours in a fourteen (14) day work period that is not required to be compensated as overtime under FLSA rules but is required to be compensated at one and one-half the base rate of pay as defined in an applicable employee agreement. Individual employees may waive non-statutory overtime with the consent of the bargaining unit.

**Paid Status** occurs whenever an employee is at work, absent on a paid holiday, absent on leave with pay, or absent on authorized compensatory time off.

**Pay Date** is the date on which each employee will be paid for each hour in pay status and other compensation

**Pay Period** refers to the period of time consisting of.

**Personnel File** represents the official employee personnel record maintained by the Airport and kept secure in the offices of the Finance and Administration Department.

### **Temporary Employee**

An employee who is hired for a limited and specified period of time, on an intermittent basis or on a predetermined schedule, generally not to exceed six (6) months is considered temporary

**Promotion** is the reassignment of an employee from a position in one class to a position in another class that is allocated to a higher salary scale.

**Regular Rate of Pay** is as defined in the Fair Labor Standards Act (FLSA) and is used for computing statutory overtime for non-exempt employees.

**Regular Work Day** for full-time employees consists of eight consecutive hours of work interrupted near the mid-point of the day by an unpaid lunch.

**Regular Work Schedule** means an employee's specific workdays, work weeks, and work shifts, established on a regular, ongoing basis as determined by the Airport.

**Reprimand** is a written disciplinary action that failure to correct a specific deficiency or deficiencies may result in further disciplinary action(s), including but not limited to suspension without pay, demotion in classification, reduction in base salary, or termination from Airport employment.

**Salary** means only wages and premiums, but does not include benefits such as insurance, vehicle use, or other economic benefits. Depending on classification, salary will consist of a series of up to six salary steps from lowest to highest in a range.

**Statutory Overtime** is all hours worked, not including non-working hours in paid status, by a non-exempt employee in excess of forty (40) hours in a regular seven-day work period. Statutory overtime does not apply to exempt employees.

## SECTION IV: DEFINITIONS

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**Tardiness** is the failure of the employee to report to work at the commencement of the scheduled shift or workday or the failure to return to work at the scheduled time following a meal break or rest period.

**Transfer** is the movement of an employee from one assignment to another within the same or a substantially similar job classification. Substantially similar refers to duties and no more than a four percent differential in salary.

**Unexcused Absences** are those that have not been approved in accordance with Airport policy, e.g., absent without calling in, leaving work early without prior approval.

**Voluntary Demotion** is an employee-initiated movement of an employee from one class to another class having a lower maximum rate of pay, subject to the approval by the Executive Director.

**Work Shift** represents the hours that an employee is scheduled to work within a regular workday.

**Work Week** represents an employee's work week is defined as forty (40) hours of work in a one hundred and sixty-eight (168) hour period between 12:01 a.m. Monday and 12:00 midnight Sunday, inclusive.



**SECTION VI:  
APPENDICES**

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**APPENDIX A - ACKNOWLEDGMENT OF RECEIPT OF ADMINISTRATIVE AND PERSONNEL POLICY BOOK**

I have received a copy of the Monterey Peninsula Airport District’s Administrative and Personnel Policy Book. I understand that it contains important information on District policies, as well as my rights and responsibilities as an employee. I understand and agree that it is my responsibility to read, understand, familiarize myself, with the policies in this Policy Book and abide by these policies. If I am unable to understand any part of the handbook, I will arrange to have it translated or explained to me. I further understand that if I am unable to arrange such help, I will immediately notify my supervisor who will make arrangements for needed assistance.

I understand that I am governed by its contents. I understand that the Airport retains its discretion to make all decisions concerning my employment (including, e.g., decisions regarding promotions, demotions, transfers, job responsibilities, increases or reductions in pay, bonuses or other compensation, or any other managerial decision).

I understand and agree that nothing in the Administrative and Personnel Policy Book creates or is intended to create a promise or representation of continued employment.

I have read and understand the Airport’s Prevention of Harassment and Discrimination Policy.

I further understand that, except for employment at-will status, the Airport can change, delete, or add to any policies, benefits, or practices described in the Policy Book in its sole and absolute discretion with or without prior notice and as adopted by the Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## SECTION V: APPENDICES

### APPENDIX - B TRAVEL/TRAINING AND EXPENSE REIMBURSEMENT FORMS

#### ATTACHMENT A – TRAVEL/TRAINING REQUEST

All information requested on this form needs to be completed before it will be accepted. Receipts for all reimbursable expenses must be attached and submitted with the Expense Report form within thirty (30) days of return from travel.

Please Print or Type

Name	Today's Date	Department
<b>Date of Departure:</b>	<b>Date of Return:</b>	<b>Travel Destination:</b>
Purpose of Travel/Type of Training (attach copy of brochure or other informational materials)		
Expense Type	Notes	Estimated Cost
Lodging	Cost must not exceed the amount of the conference hotel.	
Meals	If meals are included in conference/training, they are no additional reimbursement is allowed.	
Airfare	Must utilize the most economical appropriate fare.	
Car Rental	Only economy or standard models qualify for reimbursement.	
Mileage	If using personal vehicle, mileage is calculated from the  lesser of home or work to destination at the current IRS rate as referenced in the policy.	
Registration Fees		
Other		
Total Estimated Cost		

## SECTION V: APPENDICES

Request for Travel Advance – up to GSA allowable maximum per day  (Must be made at least two weeks in advance of departure date)	\$
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### APPROVALS

1)

Supervisor/Manager's Signature	Date
Supervisor/Manager's Name	

2)

Executive Director's Signature (Required for out of state travel.)	Date

## SECTION V: APPENDICES

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### ATTACHMENT B - AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT

#### Instructions

All information requested on this form needs to be completed before it will be accepted.

Please Print or Type:

Name	Name of Vendor	City
Date of Receipt	Total Cost	Vendor's Telephone Number
Description of Expense		
Form of Payment		
<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check		
(Attach Credit Card Slip)                      (Attach Copy of Cancelled Check)		

#### Certification

While on official District business I incurred the expense described above. I have lost, misplaced, or did not receive the itemized receipt documenting payment. I am submitting this affidavit in lieu of the missing receipt.

I certify that this is a proper charge for a cost incurred while on official District business and that I have not previously requested, nor will I again request, reimbursement for this expense.

Signature	Date

**Approval**

Signature	Date
Supervisor's Name	

This form may not be used for lost air tickets, car rental receipts, lodging receipts, or registration receipts/brochures.

Duplicate receipts may be obtained for these types of expenses.

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### ATTACHMENT C - CERTIFICATION AND AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON MONTEREY PENINSULA AIRPORT DISTRICT BUSINESS

In accordance with District policy, approval is requested to use a privately-owned vehicle on official District business.

I hereby certify that, whenever I drive a privately-owned vehicle on District business, the vehicle must always be:

1. Covered by liability insurance for the minimum amount prescribed by the District and California minimum coverage requirements:  
[https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast\\_facts/ffvr18](https://www.dmv.ca.gov/portal/dmv/detail/pubs/brochures/fast_facts/ffvr18)
2. Adequate for the work to be performed.
3. Equipped with seat belts.
4. In safe mechanical condition.

I further certify that while using a privately-owned vehicle on official District business all accidents will be reported within twenty-four (24) hours.

Name of Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

I possess a valid California driver's license: **CDL No.:** \_\_

I understand that permission to drive a privately-owned vehicle on District business is a privilege that may be suspended or revoked at any time.

REQUESTING PARTY SIGNATURE	Name:
	Signature: <span style="float: right;">Date:</span>
	Title:
	Department:
DEPT MANAGER	<p>II. RECOMMENDATION</p> <p>Use of a privately-owned automobile on District business is recommended.</p> <p>Signature: <span style="float: right;">Date:</span></p>



**APPENDIX C - REASONABLE SUSPICION FORMS**

**ATTACHMENT A - REASONABLE SUSPICION TESTING CHECKLIST**

This checklist is used to determine and document reasonable suspicion of a potential violation of the Drug-Free Workplace policy. In such instances, each person observing the behavior must complete a checklist. It must be completed prior to testing and must be used to notify the employee that they are being asked to submit to testing.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m. / p.m.

Name of observed employee (Print): \_\_\_\_\_

**OBSERVED INDICATORS CHECKLIST:**

Physical Indicators:

WALKING	FACE	SPEECH	BREATH/ODOR	STANDING
<input type="checkbox"/> Holding On	<input type="checkbox"/> Red/Flushed	<input type="checkbox"/> Whispering	<input type="checkbox"/> No alcohol odor	<input type="checkbox"/> Swaying
<input type="checkbox"/> Stumbling	<input type="checkbox"/> Pale	<input type="checkbox"/> Slurred	<input type="checkbox"/> Faint Alcohol odor	<input type="checkbox"/> Feet wide apart
<input type="checkbox"/> Unable to Walk	<input type="checkbox"/> Sweaty	<input type="checkbox"/> Shouting	<input type="checkbox"/> Strong Alcohol odor	<input type="checkbox"/> Rigid
<input type="checkbox"/> Unsteady	<input type="checkbox"/> Appears Normal	<input type="checkbox"/> Silent	<input type="checkbox"/> Sweet/pungent tobacco odor	<input type="checkbox"/> Staggering
<input type="checkbox"/> Staggering	<input type="checkbox"/> Slobbering	<input type="checkbox"/> Rambling	<input type="checkbox"/> Chemical odor	<input type="checkbox"/> Sagging at knees
<input type="checkbox"/> Swaying	<input type="checkbox"/> Grinding Teeth	<input type="checkbox"/> Broken	<input type="checkbox"/> Marijuana odor	<input type="checkbox"/> Other (Describe below:
<input type="checkbox"/> Falling	<input type="checkbox"/> Dry Mouth	<input type="checkbox"/> Slow	<input type="checkbox"/> Gum/Mints/Spray	
<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Runny Nose	<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Other (Describe below:	
	<input type="checkbox"/> Other (Describe below:			
EYES	MOVEMENTS	APPEARANCE	BEHAVIORAL FACTORS	
<input type="checkbox"/> Watery	<input type="checkbox"/> Fumbling	<input type="checkbox"/> Messy	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Resists Talking
<input type="checkbox"/> Glassy	<input type="checkbox"/> Jerky	<input type="checkbox"/> Dirty/Stains self/clothes	<input type="checkbox"/> Polite	<input type="checkbox"/>
<input type="checkbox"/> Bloodshot	<input type="checkbox"/> Nervous	<input type="checkbox"/> Burns on self/clothes	<input type="checkbox"/> Talkative	<input type="checkbox"/> Tearful/Crying
<input type="checkbox"/> Dilated	<input type="checkbox"/> Hyperactive	<input type="checkbox"/> Ripped/tears	<input type="checkbox"/> Anxious	<input type="checkbox"/> Non-Communicative
<input type="checkbox"/> Closed	<input type="checkbox"/> Slow	<input type="checkbox"/> Partially dressed	<input type="checkbox"/> Disoriented	<input type="checkbox"/>
<input type="checkbox"/> Droopy eye lids	<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Punctures /Needle marks	<input type="checkbox"/> Silent	<input type="checkbox"/> Argumentative
<input type="checkbox"/> Appear normal		<input type="checkbox"/> Appears Normal	<input type="checkbox"/> Belligerent	<input type="checkbox"/> Appears Normal
<input type="checkbox"/> Other (Describe below:		<input type="checkbox"/> Other (Describe below:	<input type="checkbox"/> Excited	<input type="checkbox"/> Fighting
			<input type="checkbox"/> Inattentive	<input type="checkbox"/> Erratic
			<input type="checkbox"/> Threatening	<input type="checkbox"/> Calm
			<input type="checkbox"/> Profanity	<input type="checkbox"/> Drowsy
			<input type="checkbox"/> Hostile	<input type="checkbox"/> Mood Changes
			<input type="checkbox"/> Hyperactive	<input type="checkbox"/> Sleeping on job
				<input type="checkbox"/> Other (Describe below:

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**Comments and other observations:**

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**Additional facts:**

- Presence of alcohol and/or drugs in employee's possession or vicinity
- On the job misconduct by employee (specify)
- Employee admission concerning alcohol use and/or drug use or possession
- List other witnesses to employee's conduct and summarize what they say they witnessed below

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**Employee Explanation:**

- Employee declined to comment, or
- Employee's explanation for behavior

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Completed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_ a.m./p.m.

(Printed Name): \_\_\_\_\_ Title: \_\_\_\_\_ Attachment

B - Reasonable Suspicion Testing Consent Form

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I, \_\_\_\_\_ (PRINT employee name), as an employee, of Monterey Peninsula Airport District, have been informed that:

1. The District's Drug-Free Workplace policy requires that an employee be asked to submit to a drug/alcohol test if reasonable suspicion exists that an employee may be in violation of the Drug-Free Workplace policy.
2. I have been asked to submit to a drug/alcohol test to determine if I am in violation of the Airport Drug-Free Workplace Policy.
3. The test will include a request for a urine sample and a breath alcohol test.
4. I may be transported to and from a designated location where the specimens will be collected.
5. The test results will be provided to the Medical Review Officer designated by a qualified and objective Third-Party Administrator (TPA).
6. A positive test could result in corrective action up to and including termination of employment.
7. I may refuse my consent to submit to the drug/alcohol test.
8. I will be subject to the corrective action up to and including termination if I refuse the screening or test, adulterate or dilute the specimen, substitute the specimen, send an imposter, or refuse to cooperate in the testing process in such a way that prevents completion of the test.
9. At the conclusion of this process, I will be instructed to make or cooperate with arrangements for my safe transportation home and that my supervisor may notify the police if I attempt to operate a vehicle.
10. I may, if desired provide a written statement regarding these allegations which will be attached to this acknowledgment; however, I am not obliged to do so.

I have read the form and **AGREE** to undergo testing for drugs and/or alcohol

I have read the form and **REFUSE** to undergo testing for drugs and/or alcohol

\_\_\_\_\_  
(Employee signature)

\_\_\_\_\_  
(Date)

Witnessed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

(Printed name): \_\_\_\_\_ Title: \_\_\_\_\_

Witnessed by (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

(Printed name): \_\_\_\_\_ Title: \_\_\_\_\_