



Coast Life Support District

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CLSD Policies and Procedures

October 28, 2021

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization providing healthcare to our community. We hope that your employment with Coast Life Support District will be rewarding and challenging. We take pride in our our team of providers and support staff that take on the challenge of providing care in a remote environment.

CLSD complies with all federal and state employment laws, and this handbook generally reflects those laws. The CLSD also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all of the staff at CLSD. When questions arise concerning the interpretation of these policies the CLSD Board of Directors will moderate discussions and ultimately decide on correct course of action.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. CLSD reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact your direct supervisor.

We wish you success in your employment here at Coast Life Support District!

All the best,

Dave Crowl, District Administrator, CLSD

1.2 At-Will Employment

Your employment with Coast Life Support District is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave CLSD at any time, with or without notice and with or without cause.

Nothing in this handbook or any other SOP document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the District Administrator has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the District Administrator.

If a written contract between you and CLSD is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 About the Company

Coast Life Support District (CLSD) was formed in 1986 following enabling state legislation and an election. The primary purpose of CLSD is to ensure the availability of emergency medical services to a sixty mile coastal section of Mendocino and Sonoma Counties. CLSD is authorized by legislation to provide a broad range of health services including Urgent Care, EMS training, ambulance response, and transport for our residents and visitors. CLSD is always striving to ensure emergency medical response and treatment is of the highest caliber possible and actively seeking innovative and improved ways to provide healthcare to our community.

2.2 Company Facilities

Coast Life Support District is headquartered in Gualala, California at 38901 Ocean Drive. We maintain crew quarters, 3 bay ambulance garage and a training room within our facility.

2.3 Ethics Code

Coast Life Support District will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and staff members are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Agency.

We expect that officers, directors, and staff members will not knowingly misrepresent the Agency and will not speak on behalf of the Agency unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Agency or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.4 Mission Statement

Coast Life Support District Mission Statement

To provide and promote high quality healthcare services, facilities, emergency care and health education to all District residents and visitors.

2.5 Our Organization

[[Add information about your organization or organizational chart here.]]

2.6 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Coast Life Support District policies and procedures. The handbook is not a contract. Coast Life Support District reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and

guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Coast Life Support District is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Agency, you must disclose it to your Command Staff. If an actual or potential conflict of interest is determined to exist, the Agency will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Coast Life Support District. It is your obligation to inform the Coast Life Support District of any such potential conflict so Coast Life Support District can determine how best to respond to the particular situation.

3.3 Job Descriptions

Coast Life Support District attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one.

Job descriptions prepared by the Coast Life Support District serve as an outline only. Due to operational needs, you may be required to perform job duties that are not within your written job description. Furthermore, Coast Life Support District may have to revise, add to, or delete from your job duties per business needs. On occasion, Coast Life Support District may need to revise job descriptions with or without advance notice.

If you have any questions regarding your job description or the scope of your duties, please speak with your direct supervisor.

3.4 New Hires and Introductory Periods

The first week of your employment is considered an introductory period. During this period, you will become familiar with Coast Life Support District and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Coast Life Support District can be shortened or lengthened as deemed appropriate by management. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at will" employment relationship.

3.5 Training Program

Coast Life Support District has a strong tradition of EMS training both internally and externally for our employees, first responders and general public. All training is coordinated through the training Captain with the goals:

- ***maintain all employee EMS certifications***

- **offer EMS continuing education to our first responder partners in the district** *promote a healthy and happy community through community orientated medical classes seek new avenues of service provision through innovative training programs*

3.6 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Coast Life Support District. If you are currently employed and have not complied with this requirement or if your status has changed, inform your direct supervisor.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Coast Life Support District.

4.0 Wage and Hour Policies

4.1 Attendance

If you know ahead of time that you will be absent or late, provide reasonable advance notice to the on-duty Lieutenant or designee. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Coast Life Support District reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Business Expenses

The purpose of this policy is to define approved expenses and the authority for incurring and approving such expenses at Coast Life Support District.

Employer-Sponsored Trainings and Meetings

The Coast Life Support District pays for expenses necessary for an employee to maintain their relevant certifications.

Technical and Training Seminars

Coast Life Support District pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your direct supervisor.

4.3 Direct Deposit

Coast Life Support District requires all employees to enroll in direct deposit. Payrolls occur every other week and a pay stub will be generated and sent to all employees receiving payment.

4.4 Introduction to Wage and Hour Policies

At Coast Life Support District, pay depends on a wide range of factors, including pay scale surveys, experience, tenure, and cost of living adjustments. If you have any questions about your compensation, including matters such as paid time off, commissions, overtime, benefits, or paycheck deductions, speak with your direct supervisor.

4.5 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days or one 48 hour work shift, you will be considered to have abandoned your job and voluntarily resigned from Coast Life Support District.

4.6 Paycheck Deductions

Coast Life Support District is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, Cal Pers retirement, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt staff may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your direct supervisor.

Coast Life Support District will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your direct supervisor.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

Coast Life Support District will not retaliate against employees who report erroneous deductions in accordance with this policy.

4.7 Recording Time

Coast Life Support District is required by applicable federal, state, and local laws to keep accurate records of hours worked by all employees. To ensure that Coast Life Support District has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using approved payroll time cards. Exempt employees may also be required to track days or time worked. Speak with your direct supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Coast Life Support District procedures for recording your hours worked. Time must be recorded as follows:

- Immediately after finishing a scheduled shift
- Immediately upon completing authorized trainings or meeting

Notify your direct supervisor of any pay discrepancies, unrecorded or misrecorded work hours.

Falsifying time entries is strictly prohibited. If you falsify your own time records or the time records of co-workers you will be subject to discipline up to and including termination. Immediately report to your appropriate supervisor any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries.

4.8 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Coast Life Support District.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Coast Life Support District business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your immediate supervisor has been received.

Travel Expenses

Coast Life Support District pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Air Travel

Use economy or tourist class airfares when traveling on Coast Life Support District business.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement to the bookkeeper with appropriate receipts and documentation.

Hotels

Neither in-room movies nor refreshment bars are approved expenses.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and must maintain an adequate driving record. Travel between your home and primary office or ambulance station is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The District Administrator must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants to the bookkeeper.

4.9 Use of Employer Credit Cards

All employees in the possession of a credit card issued by Coast Life Support District will adhere to the strictest guidelines of responsibility for the protection and proper use of that card.

Submit all sales receipts generated by use of the Coast Life Support District credit card immediately via scanned email to the bookkeeper. Coast Life Support District credit cards may not be used for personal reasons. Use of Coast Life Support District credit cards are restricted to approved business/operation related expenses.

Immediately report lost or stolen Coast Life Support District credit cards to the District Administrator and bookkeeper. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Criminal Activity/Arrests

Coast Life Support District will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by CLSD, whether on or off station property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.2 Exit Interview

You may be asked to participate in an exit interview when you leave Coast Life Support District. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist CLSD in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

5.3 Open Door/Conflict Resolution Process

Coast Life Support District strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your direct supervisor and, if necessary, further up the chain of command. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the CLSD, management, its employees, or any other persons or entities related to CLSD, bring your concerns to the attention of your direct supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns further up the chain of command. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Pay Raises

Depending on financial health, efforts will be made to give pay raises consistent with tenure, job performance and coast of living adjustments (COLA). Coast Life Support District may also make individual pay raises based on merit or due to a change of job position.

5.5 Performance Improvement

Coast Life Support District will make efforts to periodically review your work performance. The performance improvement process will take place as operational needs dictate throughout the year. An annual review will be conducted to process goals made the prior year and setting work performance goals for the next year. You may specifically request that your direct supervisor to assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.6 Promotions

It is Coast Life Support District policy to promote from within our organization when qualified applicants are available. Promotions are made on an equal opportunity basis according to the employees possessing the needed skills, education, experience, and other qualifications that are required for the job. Only when a suitable candidate is not found will CLSD seek outside the organization for new and/or promoted positions.

5.7 Resignation Policy

Coast Life Support District hopes that your employment with CLSD will be a mutually rewarding experience; however, we acknowledge that varying circumstances can cause you to resign employment. Coast Life Support District intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

Coast Life Support District requests that you provide a minimum of two weeks' notice of your resignation. Supervisory positions are requested to provide a minimum of 4 weeks' notice. If you provide less notice than requested, CLSD may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

5.8 Standards of Conduct

Coast Life Support District wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge staff members for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during assigned working hours.
- Inaccurate reporting of the hours worked.
- Providing knowingly inaccurate, incomplete, or misleading information while documenting patient contacts, ambulance calls, billing disputes and CLSD credit card usage.
- Taking or destroying CLSD property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee or member of the public.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Use of harassing (as defined by our EEO policy) language in the workplace.
- Engaging in outside employment that interferes with your ability to perform your job.
- Lending keys to CLSD property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

6.0 General Policies

6.1 Computer Security and Copying of Software

Software programs purchased and provided by Coast Life Support District are to be used only for creating, researching, and documenting CLSD operations. By using CLSD hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable CLSD policies, as well as city, state, and federal laws and regulations.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the CLSD to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your supervisor's approval.

6.2 Driving Record

All EMTs and Paramedics required to operate a motor vehicle as part of their employment duties at Coast Life Support District must maintain a valid driver's license and acceptable driving record. CLSD may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to your direct supervisor.

6.3 Employer-Provided Cell Phones/Mobile Devices

Coast Life Support District provides cell phones and mobile devices for work-related communications and operations. We understand that you may use the cell phones and mobile devices for personal use; however, such personal use should not exceed the plan allowance. Any personal use that results in additional costs are the responsibility of the employee.

CLSD owns and remains entitled to all cell phone/mobile devices issued to EMTs and Paramedics during their shift including all passwords controlling access to them. You may not change those passwords except with permission.

Violation of this policy may result in discipline, up to and including termination of employment.

6.4 Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Coast Life Support District has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other Coast Life Support District during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your direct supervisor.

6.5 Off-Duty Use of Employer Property or Premises

You may not use Coast Life Support District property for personal use during working time. You are responsible for returning Coast Life Support District property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of EMS equipment, vehicles, copy machines, computers, or office supplies for personal use without prior authorization.

6.6 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Coast Life Support District. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. On shift EMTs and Paramedics should wear CLSD approved uniforms and utilize safety clothing when appropriate.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

Coast Life Support District, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impede safety in the workplace. Contact your direct supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.7 Personal Cell Phone/Mobile Device Use

While Coast Life Support District permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive causing an unsafe situation. Thus, you should primarily use such personal devices during non-response times. During these times, use devices in a manner that is courteous to those around you. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions while on emergency call response unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Coast Life Support District policies regarding the protection of confidential and HIPPA information when using personal devices.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.8 Personal Data Changes

It is your obligation to provide Coast Life Support District with your current contact information, including current mailing address and telephone number. In addition, you should notify CLSD of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact your direct supervisor.

6.9 Security

All employees are responsible for helping to make Coast Life Support District a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys to the shift Lieutenant immediately.

Immediately advise the on-duty Lieutenant of any known or potential security risks and/or suspicious conduct of employees, patients, or guests. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.10 Social Media

At Coast Life Support District, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to CLSD, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for Coast Life Support District.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with CLSD, as well as any other form of electronic communication.

CLSD principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any patient, supervisor or employee of CLSD.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

Coast Life Support District cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or CLSD policy. Your personal posts and social media activity should not reflect upon or refer to the Coast Life Support District.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of all members of the public when running calls at CLSD.
- Maintain state laws regarding HIPPA for all patients and family members.
- Do not create a link from your personal blog, website, or other social networking site to a CLSD website that identifies you as speaking on behalf of the Coast Life Support District.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Media Contacts

Direct all media inquiries for official Coast Life Support District responses to your direct supervisor.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

6.11 Telecommuting

Telecommuting is defined as regularly working a full or partial workday from home or some other alternate work site.

Coast Life Support District will make telecommuting available to employees when it benefits organizational and departmental needs. This option may not be available in some job classifications due to operational needs. Examples of approved telecommuting work include certain EMS trainings, bookkeeping duties, on-line meetings and administrative email work. All telecommuting must be approved of by your direct supervisor prior to start of work assignment.

6.12 Use of Company Technology

This policy is intended to provide Coast Life Support District employees with the guidelines associated with the use of CLSD information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at Coast Life Support District and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet.
- Telephones and voicemail systems, mobile phones, smartphones and pagers.
- Printers, photocopiers and scanners.
- Fax machines.

General Provisions

Coast Life Support District IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Coast Life Support District IT resources and communications systems are their property. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of

information or communication transmitted to, received, or printed from, or stored or recorded on CLSD electronic information and communications systems.

Coast Life Support District reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over CLSD IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that CLSD will exercise this right periodically, without prior notice and without prior consent.

The interests of CLSD in monitoring and intercepting data include, but are not limited to: protection of patient's and families confidential medical records, internal employee confidences and managing the use of the computer system.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on CLSD IT resources and communications systems.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, CLSD will also advise law enforcement officials of any illegal conduct.

6.13 Workplace Privacy and Right to Inspect

Coast Life Support District property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, bunk rooms or vehicles remains under the control of CLSD and is subject to inspection at any time, without notice to any employee, and without their presence.

7.0 Benefits

7.1 Bereavement Leave

Coast Life Support District recognizes the importance of taking leave when there is a death in the family. Coast Life Support District will provide bereavement leave as follows:

All employees are allowed 48 hours of leave for the death of an immediate family member. Employees may also use accrued but unused paid time off (PTO) if additional time is needed.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's partner: child, partner/spouse, sister, brother, parents and grandparents.

You must provide notice of your need for bereavement leave as far in advance as possible. .

7.2 Continuing Education and Tuition Assistance

We believe in the continuing education of our employees. Upkeep of all mandatory certification costs will be paid by CLSD. If an employee requests to further their education by obtaining relevant certificates and training CLSD will work with the employee allowing time off and tuition assistance as needed. Any employee that wishes to further their education may contact their direct supervisor and an evaluation will be made.

7.3 Employee Assistance Program (EAP)

Coast Life Support District provides confidential assistance through its employee assistance program (EAP) to all eligible employees and their family members. The EAP provides confidential access to professional

counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the CLSD.

In certain circumstances, you may be referred to the EAP by your supervisor due to job performance issues.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, Employee Assistance Group, at: 1-800-252-4555, 1-800-225-2527 or www.theEAP.com.

7.4 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your supervisor for clarification.

7.5 Health Insurance

Coast Life Support District offers a healthcare stipend to half and full time employees. The stipend is \$500/month for half-time employees and \$1000/month for full-time employees. Medical insurance can be obtained through an insurance broker or through Covered California during open enrollment time.

7.6 Holidays

Coast Life Support District offers the following paid holidays each year:

- July 4, Independence Day
- 1st Monday in September, Labor Day
- 4th Thursday in November, Thanksgiving
- December 24 and 25, Christmas
- December 31 and January 1, New Years
- April, Easter Day
- 3rd Monday in February, President's Day
- Last Monday in May, Memorial Day

Office staff will take holidays as scheduled. Shift personnel will be paid holiday pay when working a holiday.

You will be compensated for holidays in accordance with federal and state law.

7.7 Paid Time Off (PTO)

Coast Life Support District

Paid Time Off (PTO)

Coast Life Support District provides Scheduled weekly employees with paid time off (PTO). PTO may be used for vacation, sick time and personal matters.

Eligibility

All full-time and half-time weekly scheduled employees are eligible to receive PTO immediately upon filling these positions.

Deposits Into Your Leave Account

PTO is calculated according to the employees scheduled work schedule. Employees work a variety of schedules at Coast Life Support District. The current options of PTO accrual rates per pay period are:

- Full-time average 56 hours a week - 11.08 hours, equals 288.08/yr
- Full-time 48 hours a week - 9.23 hours, equals 239.98/yr
- Full-time 40 hours a week - 7.69 hours, equals 199.94/yr
- Half-time 24 hours scheduled a week - 4.62 hours, equals 120.12/yr

Employees are eligible to accrue up to 2 years (26 pay periods x 2) of PTO at their scheduled rate.

The following is the max accrued PTO hours that can be banked.

- Full-time 56hrs = 576.16 hrs.
- Full-time 48hrs = 443.04 hrs.
- Full-time 40hrs = 399.88 hrs.
- Half-time 24hrs = 240.24 hrs.

Once you reach the maximum accrual amount, you will not accrue any additional PTO until your PTO hours are used. Any PTO time lost after maximum accrual amount is final and will not be retroactively credited.

CLSD does not require that you keep a minimum amount of banked PTO hours available. You are encouraged to keep a self-determined amount available in case of an emergency or injury.

Leave Usage and Requests for Leave

Coast Life Support District encourages you to use your PTO time. You are eligible to begin using PTO immediately upon completion of your training period.

Scheduled vacation PTO will be awarded on an annual basis before the beginning of the calendar year. Employees will pick up to 48 hours of PTO during a pick time according to their seniority status in the organization. Up to 144 hours of PTO may be picked at this time during three rounds. Employees may bid on PTO vacation only for the hours they have available or anticipated to accrue prior to taking the scheduled PTO.

As needed PTO vacation requests can be made throughout the year. You must request PTO from the Operations Captain as far in advance as possible, but at least one month in advance. Coast Life Support District will generally grant requests for PTO whenever possible, taking into account staffing considerations. As needed PTO vacation requests are granted as first come, first awarded time. As needed PTO vacation requests may not be granted when minimum staffing cannot be maintained.

PTO may also be used to attend Coast Life Support District sponsored paramedic school. Prior approval must be made through your immediate supervisor.

Shift Trades

Coast Life Support District encourages employees to utilize shift trades for employees when PTO is unavailable. Shift trades are logged on the master schedule and monitored by the Lieutenants for fairness.

Refer to SOP 207 for further Shift Trade criteria.

Change in Job Classification or PTO Overage

If an employee has a change of job classification that brings the employee's PTO above the new classification limit, then the employee will meet with the Operations Captain to create a Balance Reduction Plan that outlines how to bring the PTO hours down to the max accrued limit for the new classification.

This Balance Reduction Plan will also be used if an employee's PTO is currently over the allowable amount. The Operations Captain will meet with the employee(s) in question at the beginning of the year to create this plan.

The steps to bring PTO overages down to the maximum accrued level will include working to take time off, but will not include "buying" back time.

During a Leave of Absence

Coast Life Support District may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

Employees will not accrue PTO during unpaid leaves of absence or periods of inactive service.

Separation of Employment

Upon separation of employment for any reason, you will be paid for earned but unused PTO time.

7.8 Pension and Profit Sharing Plan

All regular employees working more than 1000 hours in a 12 month period will be enrolled in CalPers retirement plan. Coast Life Support District contributes to the plan and depending on what scheme the employee enrolled in determines benefit payouts.

7.9 Personal Leave of Absence

Coast Life Support District recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

Eligibility

All employees are eligible to apply for an unpaid personal leave of absence.

Requesting Leave

Requests for unpaid personal leave must be submitted to your direct supervisor in writing with as much notice as practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of Coast Life Support District command team.

Extension of Leave

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 2 weeks in advance of the return date. Leave extensions will be considered on a case-by-case basis. If Coast Life Support District

denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

Return to Work

In advance of your scheduled return date, your supervisor will arrange for you to resume your previous position, if available. However, the need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure our ability to reinstate you to any position after your leave. Documentation of ongoing training and a return to work physical may be required prior to returning to work.

Failure to Return from Leave

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned your employment.

7.10 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Coast Life Support District employees and their beneficiaries to continue health insurance coverage under the CLSD 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 where a dependent child no longer meets eligibility requirements.

Contact your direct supervisor to learn more about your COBRA rights.

7.11 Military Leave (USERRA)

Coast Life Support District complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to your direct supervisor. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your direct supervisor.

8.0 Safety and Loss Prevention

8.1 Drug and Alcohol Policy

Coast Life Support District is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of CLSD to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

Coast Life Support District expressly prohibits employees from engaging in the following activities when they are on duty or conducting CLSD business:

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.

- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. CLSD does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.2 General Safety

It is the responsibility of all Coast Life Support District staff members to maintain a healthy and safe work environment, report any health or safety hazards, and follow the Agency health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The Agency also requires that all occupational illnesses or injuries be reported to your Command Staff as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

8.3 Workplace Violence

As the safety and security of our employees, partners and the general public is in the best interests of Coast Life Support District, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

Coast Life Support District has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees and the general public at large.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on CLSD property or while performing CLSD business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your direct supervisor, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter through the chain of command.

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California Policies

Hiring and Orientation Policies

Accommodations for Victims of Crime or Abuse

Coast Life Support District will provide reasonable accommodations to employees who are the victims of domestic violence, sexual assault, or stalking who request an accommodation for their safety while at work, provided the accommodation does not create an undue hardship on Coast Life Support District.

Reasonable accommodations may include the implementation of safety measures such as:

- A transfer, reassignment, or modified schedule.
- A change in telephone number or workstation, or installed lock.
- Assistance in documenting domestic violence, sexual assault, stalking, or other crime that occurs in the workplace.
- An implemented safety procedure or other adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other crime.
- Referral to a victim assistance organization.

Upon receiving a request, CLSD will engage in a timely, good faith, and interactive process with you to determine effective reasonable accommodations.

If you no longer need an accommodation, you must notify CLSD that the accommodation is no longer needed. If circumstances change and you need a new accommodation, you must request one.

Certification

When requesting a reasonable accommodation, you will be asked to submit a signed, written statement certifying that the accommodation is for an authorized purpose. You may also be asked to provide documentation that demonstrates your status as a victim of domestic violence, sexual assault, stalking, or ongoing circumstances related to the crime or abuse, such as:

- A police report showing that you were a victim.
- A court order protecting you from the perpetrator or other evidence from the court or prosecuting attorney that you appeared in court.
- Documentation from a medical professional, domestic violence counselor, sexual assault counselor, victim advocate, health care provider, or counselor showing that your absence was due to treatment for injuries from the crime or abuse.
- Any other form of documentation that reasonably verifies that the crime or abuse occurred.

Unpaid Leave

If you are a victim, CLSD will also provide you with unpaid leave 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 you or your child. For purposes of unpaid leave, **victim** includes:

- A victim of stalking, domestic violence, or sexual assault.
- A victim of a crime that has caused physical injury, or mental injury and a threat of physical injury.
- A person whose immediate family member is deceased as the direct result of a crime.

Crime means a crime or public offense anywhere that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested or prosecuted for, or convicted of, committing the crime.

Immediate family member means:

- Your spouse or domestic partner.
- Your child, which includes, regardless of age, a biological, adopted, or foster child; stepchild or legal ward; the child of your domestic partner; a child to whom you stand in loco parentis; or a person to whom you stood in loco parentis when the person was a minor.
- Your (or your spouse's or domestic partner's) biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis of you or your spouse or domestic partner when you or they were a minor child.
- Your biological, foster, or adoptive sibling, step-sibling, or half-sibling.
- Any other individual whose close association with you is the equivalent of a family relationship described above.

You may use available vacation, personal leave, accrued paid sick leave, or compensatory time off for your leave unless you are covered by a collective bargaining agreement that states otherwise.

Notice

You must provide reasonable advance notice of your intent to take leave for the above reasons unless advance notice is not feasible. If an unscheduled absence occurs, you must provide the following documentation within a reasonable amount of time after your absence:

- A police report indicating that you were a victim;
- A court order protecting or separating you from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney stating that you have appeared in court; or
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor stating that you were undergoing treatment or receiving services for physical or mental injuries or abuse resulting from the crime or abuse.

Confidentiality

Coast Life Support District will maintain the confidentiality of anyone requesting time off or requesting an accommodation under this policy, except as required by federal or state law or as necessary to protect your safety in the workplace.

Retaliation

Coast Life Support District will not retaliate against employees for their status as a victim of crime or abuse or for requesting or taking leave or a reasonable accommodation in accordance with this policy.

Disability Accommodation

Coast Life Support District complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, CLSD will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your direct supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, CLSD will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by CLSD in connection with a request for accommodation will be treated as confidential.

Coast Life Support District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, CLSD is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on CLSD.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

Coast Life Support District will not discriminate or retaliate against employees, visitors or volunteers for requesting an accommodation.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Coast Life Support District is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws. Coast Life Support District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

Coast Life Support District will conduct a confidential, prompt, and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy. CLSD will take appropriate corrective and remedial action, if and where warranted. CLSD prohibits retaliation against any employee who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor.

Policy Against Workplace Harassment

Coast Life Support District has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation,

or any other status protected by federal, state, or local laws.

This policy protects all applicants and employees (including managers and supervisors) from unlawful harassment and discrimination. This includes harassment by employees, managers, supervisors, contractors, interns, volunteers, vendors, suppliers, and customers. In addition, this policy extends to conduct connected with an individual's work, even when the conduct takes place away from the workplace, such as a business trip or business-related social function.

Harassment

Harassment means disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, or any other status protected by federal, state, or local laws.

While it is not possible to list all the circumstances that may constitute other forms of workplace harassment, some examples of conduct that may constitute workplace harassment include:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on Agency premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

Sexual Harassment

Sexual harassment means harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Sexual harassment is generally categorized into the following two types:

- Quid pro quo sexual harassment ("this for that"), which includes:
 - Submission to sexual conduct when made explicitly or implicitly a term or condition of an individual's employment.
 - Submission to or rejection of the conduct by an employee when used as the basis for employment decisions affecting the employee.
- Hostile work environment sexual harassment is conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:
 - Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails, or gifts.
 - Sex, gender, or sexual orientation-related comments, slurs, jokes, remarks, or epithets.
 - Leering, obscene or vulgar gestures, or sexual gestures.

- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching, or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Retaliation

Retaliation means any adverse employment action taken against an employee because the employee engaged in activity protected under this policy. Protected activities may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

Adverse employment action is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

Examples of retaliation under this policy include but are not limited to: demotion, suspension, reduction in pay, denial of a merit salary increase, failure to hire or consider for hire, refusing to promote or consider for promotion because of reporting a violation of this policy, harassing another employee for filing a complaint, denying employment opportunities because of making a complaint or for cooperating in an investigation, changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace, treating people differently such as denying an accommodation, not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Reporting Discrimination, Harassment, and/or Retaliation

If you feel that you have witnessed or have been subjected to any form of discrimination, harassment, or retaliation, immediately notify any member of the command staff.

Coast Life Support District prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate corrective and/or remedial action where we find a claim has merit. If CLSD begins an investigation, we will endeavor to conduct the investigation in a timely manner and will keep the investigation confidential to the extent possible. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. That is why CLSD will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action. Investigations will be documented and tracked for timely resolution.

When the investigation has been completed, CLSD will normally communicate the results of the investigation to the complaining individual, to the alleged harasser and, if appropriate, to others who are directly involved. If our policy against harassment is found to have been violated, appropriate corrective action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If CLSD determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, CLSD may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, CLSD will follow up as necessary to ensure that no individual is retaliated against for making a complaint or

cooperating with an investigation.

In addition to our internal complaint procedure, employees may also contact either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH) to report unlawful harassment. You must file a complaint with the DFEH within three years of the alleged unlawful action. The EEOC and the DFEH serve as neutral fact-finders and will attempt to assist the parties to voluntarily resolve their disputes. For more information, contact the Office of Human Resources or the nearest EEOC or DFEH office.

Filing of Complaints Outside Company

You may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Contact these agencies directly for more information about filing processes.

California Department of Fair Employment and Housing 2218 Kausen Drive, Suite 100 Elk Grove, CA 95758 800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711 contact.center@dfeh.ca.gov <https://www.dfeh.ca.gov>/<https://www.dfeh.ca.gov> (main website) <https://www.dfeh.ca.gov/shpt>/<https://www.dfeh.ca.gov/shpt> (online sexual harassment training courses)

U.S. Equal Employment Opportunity Commission 450 Golden Gate Avenue 5 West P.O. Box 36025 San Francisco, CA 94102-3661 800-669-4000 or 510-735-8909 (deaf/hard-of-hearing callers only) <http://www.eeoc.gov/employees><http://www.eeoc.gov/employees>

Religious Accommodation

Coast Life Support District is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees, students, and volunteers may request an accommodation when their religious beliefs cause a deviation from CLSD dress or grooming code, or the individual's schedule, basic job duties, or other aspects of employment. CLSD will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that CLSD will consider are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees— when determining a reasonable accommodation. At no time will the Coast Life Support District question the validity of a person's belief.

If you require a religious accommodation, speak with your direct supervisor.

Wage and Hour Policies

Accommodations for Nursing Mothers

Coast Life Support District is required by law to provide requesting employees that are nursing mothers with certain accommodations to express milk upon request. Accordingly, CLSD will provide nursing mothers with:

- Reasonable break time to express milk for their infant child(ren) each time the mother has the need to express milk; and
- A private room or other location in close proximity to their work area, other than a restroom, which is shielded from view and free from intrusion, to express breast milk.

Requesting Accommodation

If you have the need for accommodation, contact your supervisor. If CLSD cannot provide break time or a location that complies with the above, the CLSD will provide you with a written response.

Break Times

Regarding break times, you may use your regular paid rest breaks or may take other reasonable break time when needed. If possible, the break time should run concurrently with scheduled meal and rest breaks already provided to you. If the break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, break times will be unpaid except where federal or state law dictates otherwise.

Milk Storage

Expressed milk can be stored in company refrigerators.

Right to File Complaint

If you feel Coast Life Support District is not providing you with adequate break time and/or a place to express milk as provided for in Labor Code § 1030, you may file a report/claim with the Labor Commissioner's Bureau of Field Enforcement (BOFE) at the BOFE office nearest your place of employment. The complaint must be filed within three years of the alleged unlawful action.

In addition, if you believe you have been a victim of retaliation for either asserting a right to lactation accommodation or for complaining to the Labor Commissioner about the failure of the Agency to provide this accommodation, you may file a retaliation claim with the Labor Commissioner's Office pursuant to Labor Code § 98.7. This claim must be filed within six months of the alleged retaliation.

Meal and Rest Periods

Coast Life Support District is an emergency response agency that strives to provide a safe and healthy work environment and comply with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for meal and rest periods.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your supervisor.

At certain times Coast Life Support District may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in disciplinary action, up to and including termination.

If you are nonexempt and work more than eight hours in any workday or more than six days in any workweek, you will be paid overtime at a rate of:

- One and one-half times your regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek.
- Two times your regular rate for all hours worked in excess of 12 hours in a workday or in excess of eight hours on the seventh consecutive day of work in a workweek.

If you are nonexempt and work more than 40 hours in a workweek you may be entitled to overtime after any daily overtime hours are subtracted. The same hours are never counted against different overtime limits.

Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Pay Period

Coast Life Support District runs payroll every two weeks on alternating Mondays. Paychecks are issued by the next Thursday of payroll week. All time cards must be completed the Sunday before payroll is run.

Review your paycheck for accuracy and report any concerns to your supervisor immediately. If you have been overpaid or underpaid, the error will be corrected as soon as possible.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of Coast Life Support District policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. CLSD encourages a system of progressive discipline depending on the type of prohibited conduct. However, CLSD is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while Coast Life Support District is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

Benefits

Bone Marrow and Organ Donation Leave

Coast Life Support District will provide employees with a paid leave of absence for the purpose of donating organs or bone marrow. When donating an organ, you may take up to 30 paid business days in any one-year period. When donating bone marrow, you may take up to five paid business days in any one-year period. The one-year period for both leaves is measured from the date leave begins.

CLSD will also provide employees with an additional unpaid leave of absence of up to 30 business days in a one-year period when donating an organ. The one-year period is measured from the date leave begins.

You are required to provide as much advance notice as possible if you wish to take leave to donate an organ or bone marrow. Provide Human Resources with verification from a physician that the donation will take place and that there is a medical necessity for the donation.

Leave taken under this policy does not constitute a break in service for health insurance coverage, accrual of vacation or sick pay, or seniority; however, the leave may not run concurrently with federal Family and Medical Leave Act or California Family Rights Act leave.

Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

California Family Rights Act (CFRA) Leave

Coast Life Support District provides unpaid family and medical leave to eligible employees in accordance with the California Family Rights Act (CFRA).

Eligibility

To be eligible for CFRA leave:

- You must have been employed for at least 12 months (52 weeks) with Coast Life Support District prior to beginning CFRA leave; and
- You must have worked for Coast Life Support District at least 1,250 hours during the 12-month period immediately before the leave is to start (with exception).

Reasons for Leave

You may take CFRA leave for the following reasons:

- The birth of a child, or adoption or foster care placement of a child with you.
- To care for your own or your family member's serious health condition (not including disability due to pregnancy, childbirth, or related medical conditions).
- A qualifying exigency related to your spouse, domestic partner, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

Family member means your child, parent, grandparent, grandchild, sibling, spouse, or domestic partner.

Child means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom you stand in loco parentis.

Parent means a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stood in loco parentis to you when you were a child.

Sibling means a person related to another person by blood, adoption, or affinity through a common legal or biological parent.

Leave Usage

Eligible staff members may take up to 12 workweeks of leave per leave year.

You may elect to use any accrued vacation time or other paid accrued time off that you are eligible to take during the otherwise unpaid portion of the CFRA leave. You also may elect to use any accrued sick leave that you are eligible to take during the otherwise unpaid portion of CFRA leave if the CFRA leave is for your own serious health condition, a qualifying exigency, or any other reason mutually agreed to between you and Coast Life Support District.

CFRA leave will run concurrently with other federal/state laws where permitted by law.

Intermittent Leave

When medically necessary, leave may be taken on an intermittent or a reduced work schedule.

Notice

If the need for leave is foreseeable (such as the birth of a child or planned medical treatment), you must provide reasonable advance notice and make a reasonable effort to schedule leave so that it will not unduly disrupt CLSD operations. If unforeseeable, provide notice as soon as practical. Notice should include the anticipated timing and duration of the leave.

Failure to comply with these notice rules is grounds for, and may result in, deferral of the request for leave until you comply with the notice requirement.

Certification

Where leave is requested for your own or a covered family member's serious health condition, CLSD may require you to provide certification from your or their health care provider.

If leave is for your own serious health condition, certification must include:

1. The date on which the serious health condition commenced.
2. The probable duration of the condition.
3. A statement that, due to the serious health condition, you are unable to perform the function of your position.

If leave is for a covered family member's serious health condition, certification must include:

1. The date on which the serious health condition began.
2. The probable duration of the condition.
3. An estimate of the amount of time that the health care provider believes you are needed to care for the family member.
4. A statement that the family member's serious health condition requires you to provide care during the period of treatment or supervision.

CLSD may require subsequent recertification of your own serious health condition if additional leave is required.

If Coast Life Support District has reason to doubt the validity of the certification provided, CLSD may require, at its own expense, that you obtain a second opinion from a health care provider, designated or approved by CLSD. If the second opinion differs from the original certification, CLSD may again require, at its own expense, that you obtain a third opinion from a different health care provider, designated or approved jointly by you and the Coast Life Support District. The third opinion will be considered final and binding.

Return to Work

If you take leave for your own serious health condition, you must obtain certification from your health care provider that you are able to resume work.

Reinstatement

Upon return to work at the end of leave and meeting training and physical requirements, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during the period of leave.

Failure to Return to Work

If you fail to return to work or fail to request an extension of leave prior to the expiration of the leave, you will be considered to have voluntarily terminated your employment. If you fail to return from leave, Coast Life Support District may require reimbursement of the health insurance premiums paid during the leave under certain circumstances.

Retaliation

Coast Life Support District will not retaliate against employee who request or take leave in accordance with this policy.

Crime Victim Leave

Coast Life Support District provides employees who are the victim of a violent felony or serious felony (or the family member of a victim of a violent felony or serious felony) with unpaid leave in order to attend judicial proceedings related to the crime. A family member under this policy includes a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

When the need for leave is foreseeable, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office, or a victim/witness office. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation or personal holiday.

Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

Disability Insurance

If you are unable to work for at least eight days due to a non-work-related illness or injury, or a pregnancy-related disability, you may be eligible for disability insurance benefits. Disability insurance is a component of California's State Disability Insurance (SDI) program, which is administered by the California Employment Development Department (EDD) and is funded by workers through SDI payroll deductions. Disability insurance provides eligible employees with up to 52 weeks of partial wage replacement benefits. Benefit amounts are based on a percentage of your wages paid during a specific 12-month base period, determined by the date your claim begins.

To apply for this benefit, you must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and your expected date of return to work.

The SDI program does not create a right to a leave of absence, job protection, or job reinstatement.

You are responsible for filing your claim and other forms promptly and accurately with the EDD. To learn more about the SDI program, including eligibility requirements and benefits, or to make a claim for DI benefits, contact the EDD (www.edd.ca.gov).

Coast Life Support District will be notified that you have submitted a disability insurance claim.

Jury Duty Leave

Coast Life Support District encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor as soon as possible to make scheduling arrangements.

Employees will not incur any deduction in pay for a partial week's absence due to jury duty.

Coast Life Support District reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

Paid Family Leave Insurance

California's Paid Family Leave (PFL) insurance program provides eligible employees with up to eight weeks of partial wage replacement in any 12-month period to take time off from work to:

- Bond with a new child (either by birth, adoption, or foster care placement);
- Care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner); or
- Participate in a qualifying exigency related to the covered active duty, or call to covered active duty, of your spouse, domestic partner, child, or parent in the U.S. Armed Forces.

The 12-month period begins on the day a claim is submitted.

PFL insurance is funded entirely by workers through state disability insurance (SDI) payroll deductions. If

you are currently receiving benefits from SDI or workers' compensation insurance, you may not be eligible to receive PFL benefits. The California PFL insurance program does not create a right to a leave of absence, job protection, or job reinstatement.

The PFL insurance program makes benefits available to eligible employees through the California Employment Development Department (EDD). Apply for PFL insurance directly with the EDD. Contact the EDD for information on eligibility or to obtain a claim form. Medical and other documentation may be required.

Paid Sick Leave (Accrual Method)

Coast Life Support District provides paid sick leave to all eligible employees in accordance with California's Healthy Workplaces, Healthy Families Act.

Eligibility

All employees who have worked in California for at least 30 days within a year after beginning employment are entitled to earn sick leave.

Reasons for Leave

Sick leave may be taken for the following reasons:

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

Family member means:

- Your children (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom you stand in loco parentis).
- Your spouse or registered domestic partner.
- Your parents or your spouse or registered domestic partner's parents (including biological, foster, and step parents; adoptive parents; legal guardians; or persons who stood in loco parentis when you, or your spouse or domestic partner, was a minor child).
- Your grandparents.
- Your grandchildren.
- Your siblings.

Accrual and Usage

Eligible staff members begin to accrue sick leave upon employment at a rate of one hour for every 30 hours worked and may begin using accrued leave on the 90th day of employment.

You may not use more sick leave than you have accrued or receive an advance of sick leave that has not yet been accrued. Earned but unused sick leave will carry over to the following leave year up to a maximum of 48 hours (six days).

You may only use up to 24 hours (three days) of your available earned paid sick leave per leave year. Paid sick leave may be taken in no less than two-hour increments.

Notice

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

Documentation

Coast Life Support District may request documentation verifying the appropriate use of leave.

Payment Upon Termination

You will not be paid for any unused sick leave when your employment ends.

Reinstatement of Sick Leave Upon Rehire

Coast Life Support District will reinstate previously accrued, unused sick leave if you separate and are rehired within one year.

Interaction with Other Leave

Sick leave will run concurrently with other types of leave where permitted under applicable law.

Retaliation

Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

Pregnancy Disability Leave

If you are disabled by pregnancy, childbirth, or a related medical condition, Coast Life Support District will provide you with up to four months of unpaid pregnancy disability leave (PDL).

Eligibility

To be eligible for PDL, you must suffer from a pregnancy-related disability. A **pregnancy-related disability** is a physical or mental condition related to pregnancy or childbirth that prevents you from performing the essential duties of your job, or would cause undue risk to you or your pregnancy's successful completion.

Conditions for which PDL is available include, but are not limited to:

- Severe morning sickness.
- Prenatal or postnatal care.
- Doctor ordered bed rest.
- Gestational diabetes.
- Pregnancy-induced hypertension.
- Preeclampsia.
- Post-partum depression.
- Lactation conditions such as mastitis.
- Loss or end of pregnancy.
- Recovery from loss or end of pregnancy.

Use of Leave

PDL may be taken before or after birth during any period of time (not to exceed four months) where you are physically unable to work due to your pregnancy-related disability. You may take PDL all at once or intermittently.

Where applicable under state and federal law, employees who qualify and are entitled to take PDL may also be eligible for leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA). PDL and FMLA run concurrently. CFRA leave will be counted separately from PDL. CFRA leave will also be counted separately from FMLA leave taken for pregnancy disability, childbirth, or related medical conditions. An additional 12 weeks of bonding leave may also be available to qualified individuals. Speak with your direct supervisor about your eligibility for these leaves.

Notice and Leave Request Process

Foreseeable Need for Leave

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not practicable, give notice as soon as possible. You are expected to complete and return a leave request form prior to the beginning of leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork will result in the delay or denial of leave.

Unforeseeable Need for Leave

If the need for leave is unforeseeable, provide notice as soon as practicable and possible under the facts of the particular case. Normal call-in procedures apply to all absences from work including those for which leave under this policy may be requested. Complete and return the necessary leave request form as soon as possible to obtain the leave. Failure to provide appropriate notice and/or complete and return the necessary paperwork on a timely basis will result in the delay or denial of leave.

Leave Request Process

To request leave under this policy, obtain a leave request form from your direct supervisor and return the completed form. If the need for leave is unforeseeable and you will be absent more than three days, contact the on-duty supervisor by telephone and request that a leave form be mailed to your home. If leave will be fewer than three days, complete and return the leave request form upon returning to work.

Call-In Procedures

In all instances of absence, follow the call-in procedures and standards established for giving notice of absence from work.

Paid Leave Utilization During Pregnancy Leave

You will be required to use available sick leave during PDL; however, you may opt to use any available PTO during your PDL in order to receive compensation.

If you are on PDL for eight or more consecutive calendar days, you may be eligible for partial wage replacement benefits under the California State Disability Insurance (SDI) program. You are responsible for applying for these benefits and can obtain forms from your health care provider.

Certification and Fitness for Duty Requirements

When requesting PDL, you must provide certification from a health care provider to qualify for leave. Such certification must be provided within 15 days of the request for leave unless it is not practicable under the circumstances despite your diligent efforts. Failure to provide certification may result in leave being delayed, denied, or revoked. At the discretion of CLSD, you may also be required to obtain a second and third certification from another health care provider at CLSD expense (except for military care leave). Recertification of the continuance of a serious health condition or an injury/illness of a military service member will also be required at appropriate intervals.

Temporary Transfer and Other Accommodations

If you are suffering from a pregnancy related disability, you are entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability if you request the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and the request can be reasonably accommodated by CLSD. All employees who are transferred to accommodate a pregnancy-related disability have the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

Coast Life Support District may also require you to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate your need for intermittent leave or a reduced work schedule.

Return to Work

Upon returning to work at the end of leave, you will be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. You may not, however, be entitled to discretionary raises, promotions, bonus payments, or other benefits that become available during leave.

At the completion of PDL, you will be required to obtain a release to return to work from your health care provider stating that you are able to resume your original job or duties.

Failure to Return

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment.

Alternative Employment

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by CLSD. If you are on a leave of absence and are found to be working elsewhere without permission, you will be automatically terminated.

False Reason for Leave

You will be terminated if you provide a false reason for a leave.

Retaliation

Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, Coast Life Support District will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your direct supervisor, consistent with applicable legal requirements.

Witness Leave

If you are required by law to appear in court as a witness, you may take unpaid time off to do so, provided you give Coast Life Support District reasonable advance notice.

Safety and Loss Prevention

Heat Illness Prevention

Coast Life Support District is committed to complying with all applicable laws and ensuring that employees avoid heat illness while working outside. Heat illness may begin with mild symptoms and progress quickly to signs of serious and life-threatening illness. All employees who work outdoors and are reasonably anticipated to be exposed to the risk of heat illness will be provided detailed training before starting work involving a risk of heat illness.

This policy ensures that employees working outdoors understand they are allowed and encouraged to take preventative cool-down rest periods in provided shaded areas whenever they feel the need to protect themselves from overheating.

You may also be asked to take a cool-down rest period if you are observed having any signs of heat illness. Access to shade is permitted at all times. Cool-down periods are not limited in frequency and are considered time worked.

When taking a preventative cool-down rest period:

- You will be monitored and asked if you are experiencing any symptoms of heat illness.
- You will be encouraged to remain in the shade.
- You will not be ordered back to work until any signs or symptoms of heat illness have abated, but in no event sooner than five minutes after accessing shade, excluding the time needed to access the shade.

CLSD provides fresh, pure, and suitably cool drinking water at no charge. When the work environment is hot, you are encouraged to frequently drink small cups of water, with up to four cups (one quart or more) per hour recommended, to stay hydrated.

CLSD has in place effective emergency response procedures if you show signs or report symptoms of heat illness while taking a preventative cool-down rest period.

You must immediately report to your direct supervisor if you experience any symptoms or signs of heat illness or see signs of heat illness in co-workers so that the CLSD can respond with medical attention, as appropriate. Coast Life Support District will not retaliate against employees who request or take leave in accordance with this policy.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful, safe, productive, and pleasant workplace.

Dave Crawl, District Administrator

Coast Life Support District

DRAFT

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Coast Life Support District Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Agency has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Agency. I also understand that any delay or failure by the Agency to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Agency or affect the right of the Agency to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Agency representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Agency representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Coast Life Support District.

If I have any questions about the content or interpretation of this handbook, I will contact Dave Crowl.

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Signature

Date

Print Name