

STS ACADEMY

EMPLOYEE HANDBOOK

AND

PERSONNEL POLICIES

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INTRODUCTION

Welcome to ***Success Through Self*** (STS) Academy

Your employment is very important to us. We look forward to working with you as we continue to **serve** our mission, while also providing a rewarding and supportive environment to our employees. As part of our team, we encourage all employees to continue our tradition of excellence and integrity. Furthermore, we value our employees' loyalty and honesty and encourage open communication. We are confident that we will provide you with a rewarding employment environment.

This Employee Handbook is intended as a means of communicating our policies and procedures in order for you to better understand how we, your employer, operate. The handbook summarizes STS Academy's policies, work rules, and benefits. It is presented as a matter of information only.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that all policies, practices, and benefits described in this handbook change from time to time. Accordingly, STS reserves the right to revise, supplement or rescind any provisions of these policies, other than the employment "*At Will*" provisions as it deems necessary or appropriate. Any changes to the "*At Will*" policy must be in writing and signed by the Board of Directors.

The policies and practices set out in this handbook or in any STS personnel document including benefit plan descriptions, are not intended to imply a contractual relationship, nor are they intended to create a promise or representation of continued employment for any employee. Each employee can assist in keeping STS' personnel policies up to date by notifying their direct supervisor and the Executive Director whenever problems are encountered or improvements can be made.

After reading the following material, we urge you to discuss any questions and comments you may have with your immediate supervisor. We strongly believe in an "open-door, open-communication" philosophy and expect every employee to give us their input to achieve our mutual goals.

Finally, this handbook applies to all employees of STS uniformly and supersedes all previous handbooks, all previously issued policies and any inconsistent statements or memoranda are superseded.

AGENCY OVERVIEW

Success Through Self (STS) Academy was established to empower the institutions of family, school, and the community by providing an effective and enriching educational program, run with integrity and professionalism. STS Academy, which serves students, parents, and teachers primarily in Pittsburg, California, was incorporated and designated as a non-profit 501(c) (3) agency under the name Craft Community Care Center Inc. in 2004.

Vision

We envision a community that believes all children, regardless of race, religion or economic status, should have the opportunity to receive the best education available.

Mission Statement

STS Academy bridges the gap between inner-city youth who prosper and benefit from the public school system and those who struggle and sometimes fail. By developing the 'Ultimate Partnership' between parents, teachers and students, STS Academy maximizes the potential of all children by empowering them to achieve their full potential.

Program Goals

- Develop intellectual skills.
- Establish frequent and direct communication between parents, teachers, and students.
- Provide and maintain facilities appropriate for the educational program.
- Provide each tutoring session with appropriate equipment and materials.
- Provide feedback to parents through conferences, discussions, and reports

Population Served

STS Academy serves an extremely diverse student population and serves over **1700** elementary, middle school and high school students daily. The majority of these students come from low income households, and STS Academy provides assistance to all socioeconomic groups at little or no cost to the families. STS currently provides services in the following locations: Elementary School: Foothill, Highlands, Marina Vista, Parkside, Willow Cove, Heights, Los Medanos, and Stoneman, Junior High School: Hillview, Rancho Medanos, Martin Luther King, Jr., Pittsburg High School and City of Pittsburg CA Teen Center.

Funding

The majority of STS funding is from contracts with the Pittsburg Unified School District. Other sources are Federal/State/County/City and other sources.

SERVICES

STS Academy provides a comprehensive range of services including homework assistance, tutoring, vocational development, enrichment and recreational activities. The philosophy of STS is to provide services to students, which optimizes their educational experience by integrating a full spectrum of learning opportunities.

STS Academy Services

Elementary School	Middle School	High School
Homework Assistance	Homework Assistance	Homework Assistance
Tutoring	Tutoring	Tutoring
Recreation Activities	Recreation Activities	Culinary Arts
Enrichment Activities	Enrichment Activities	Gardening
Sports Competitions	Sports Competitions	Youth Voice
Annual Spelling Bee	Before School Programs @ Rancho & Hillview only	Multimedia (<i>Newsletter, Website and Video Production</i>)
Intervention in Math, English LA and Science	Sports Program	Auto Shop (<i>Under Construction</i>)
Before School Programs (60 Civic Only)	World Music Festival	Teens to Teach Recording Studio
Mentoring	Mentoring	Driver's Training
World Music Festival @ Small World Park		Mentoring

GENERAL OPERATING POLICIES

Because STS Academy is incorporated as a non-profit community-based organization and receives public funds, specific California laws regarding organization and management govern STS. Organization's policies are set by the Board of Directors composed of supportive and committed community members with strategic relationships and diverse professional and personal leadership backgrounds. The Board does not consist of STS Academy staff members. The Executive Director acts as the staff liaison. Board members may have no conflict of interest with STS Academy. The Board of Directors meets monthly and is responsible for governance and leadership.

STS also maintains an Advisory Council/Board composed of highly regarded individuals with diverse backgrounds hailing from a wide regional base. These professionals offer specific and targeted mentorship, advice, and relationship development as needed and requested by the Board of Directors and/or the Executive Director.

Day-to-day operations are conducted by the STS Academy staff under the direction of the Executive Director. STS is totally committed to creating and maintaining a healthy organizational culture that fosters mutual respect and support and furthers the mission of the academy. Diversity of ideas, experience and backgrounds contributes to the rich resource that is our staff.

The following values are embraced by the organization:

- Belief in the professional growth potential of every individual and in the importance of participating in that growth. Reasonable training opportunities are available and encouraged.
- Value and respect of each individual and an expectation that every employee treat one another fairly without bias or favoritism.
- Each employee performs their duties in a manner that acknowledges the dignity of every staff, client or community member they encounter.
- Staff members must behave professionally in day to day tasks including keeping commitments, appointments, and performing duties consistent with academy policies.
- An acknowledgement of the necessity and complexity of teamwork and an expectation that each staff member will contribute to the needs of STS as a whole.
- A value of open, respectful, honest communication in service of maintaining understanding and clarity so as to support effective job performance.

Employment Policies & Equal Opportunity Policy

STS Academy abides by the policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives, and regulations of Federal, State, and Local governing bodies or agencies thereof.

STS will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex or gender, sexual preference, physical handicap, age, marital status, veteran status, or any other protected characteristic. Personnel actions or programs such as benefits, compensation, transfers, layoffs, etc. will be administered in a non-discriminatory manner. All employment decisions shall be consistent with the principle of Employer of Equal Opportunity (EEO).

STS will gladly accept and consider employment applications from relatives and close family members of its employees. However, STS will refrain from hiring and transferring relatives into positions where they will directly supervise or be supervised by another close family member. STS will also refrain from placing individuals in positions where they work with or have access to sensitive information regarding a close family member. STS Academy's management believes that this approach will help to prevent problems associated with security, supervision, and morale.

Americans with Disabilities Act

In accordance with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, STS will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any such applicant or employee who requires a reasonable accommodation in order to perform the essential functions of the job should specify what accommodation he or she needs in order to perform the job – this specification must come from the employee's treating physician and be submitted to the Executive Director in writing. The Executive Director will work with the Administrative Director/Coordinator to assess barriers and identify possible accommodations. If STS identifies a reasonable accommodation that will not impose an undue hardship on the academy, STS will make the accommodation.

Employment "*At Will*"

Employment with STS is not for any specified period and can be terminated by either the employee or STS at any time with or without reason, cause, or advance notice. Nothing contained in these policies is intended to, nor should it be construed to, alter the "*At Will*" relationship between STS and its employees. Although other terms and conditions and benefits of employment with STS may change from time to time, the "*At Will*" nature of employment is one aspect that cannot be changed except by an agreement in writing with the Board of Directors.

Introductory Employment Period

STS provides for an introductory period of employment for the employee to assess STS and their new job content. It also allows STS to evaluate the new employee and their job performance. All new employees must perform to STS's satisfaction during the specified introductory period. All full time staff and supervisors including the Executive Director must complete an introductory period of six months from the first date of employment. All other staff will have an introductory period of three months from the first date of employment.

During the introductory period, an employee may be discharged by STS for any reason and without advance notice. Similarly, the employee may resign employment for any reason without advance notice during this period. At STS sole discretion, an employee's introductory period may be extended one or more times.

On successful completion of the introductory period, an employee will become a regular employee entitled to all the rights and benefits provided to regular employees by the Academy. Successful completion of the introductory period does not, however, guarantee employment for any specific duration or change the at-will status of regular employment.

Employee Classifications

A general classification system has been established for all employees that determines eligibility for benefits and other employment terms, conditions and privileges. Employees fall into more than one of the following classifications concurrently.

Employees at STS Academy are classified as follows:

- **Regular Full-Time:** Regular full-time employees are those who are regularly scheduled to work a minimum of 35 hours per week. Regular full-time employees are eligible for all employee benefits described in these policies.
- Non-exempt employees are those in positions eligible to receive overtime pay as required by provisions of federal and state laws.
- Exempt employees are salaried employees who are ineligible for overtime pay and certain other employment conditions as provided in federal and state laws. Generally, executive, administrative and professional employees are exempt.
- **Regular Part-Time:** Regular part-time employees are those who are regularly scheduled to work less than 35 hours per week. Regular part-time employees are not eligible for employee benefits
- **Interns:** STS Academy offers experience opportunities to interns to meet the professional requirements in their particular field of specialization. Interns are not eligible for employee benefits. Personnel policies pertaining to interns are part of the Volunteer Policies.
- **Volunteers:** Volunteers are all persons who regularly perform services for STS without compensation. Volunteers are not employees and are therefore not eligible for salary, benefits or other terms, conditions and privileges listed in this Handbook. Volunteers will be asked to

abide by policies and procedures listed as appropriate for employee conduct in this handbook. This category applies to Advisory Council members, Board of Directors members and community volunteers.

- **Independent Contractors:** Independent contractors are not employees; they work under contract and are not eligible for any benefits or other privileges listed in this Handbook unless specifically detailed in the contract agreement. Independent contractors representing STS will, however, be asked to abide by policies and procedures as appropriate for employee conduct, as listed in this handbook.

All employees will be informed of their employment classification upon hiring. STS may change the employment classification of any employee at any time based on the nature of the employment assignment. Questions about classification should be addressed to the Executive Director office.

Hiring Process

Recruitment

Available positions will be posted in the following manner and order:

- Internal posting
(*Example: when a strong internal candidate has been identified*)
- Public postings in general circulation
(*Example: internet, newspapers and various other publications.*)
- Individual outreach and recruitment to appropriate groups or individual candidates
These procedures may be modified at the discretion of the Executive Director. Volunteers and staff are encouraged to apply for open positions or promotional opportunities with STS.

Job Description

Prior to the filling of any job opening, a job description and qualifications summary will be developed by the Executive Director office. Because flexibility is necessary, job responsibilities may change at any time during employment. STS reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities. These changes will be communicated in writing to affected staff.

Hiring Responsibility

The Board of Directors will hire the Executive Director, and the Executive Director will be responsible for the hiring of all other STS staff members. STS complies with the requirements of federal law and employs only United States citizens and non-citizens who are lawfully authorized to work in the United States. All employment is conditioned on receipt of documentation establishing identity and authorization to work in the United States and upon the successful background clearance by the Department of Justice.

Employee Records and Information

Personnel File

Personnel records and information are kept in a confidential manner and remain in a locked file cabinet at all times. Access to employee/personnel records is allowed to the employee's direct supervisor as needed or required by law. An employee may inspect their personnel file, as provided by law, in the presence of a STS Representative at a mutually convenient time. No copies of documents may be made, with the exception of documents that the employee has previously signed. An employee may add their version of any disputed item in the personnel file.

The contents of the personnel file shall include, but not be limited to, the following:

- Application
- Job Description
- Letter of Hire
- Receipt of Personnel Policies Acknowledgment Form
- Injury and Illness Prevention Program Acknowledgment Form
- Medical Benefit Personnel Policy Acknowledgment Form
- Child Abuse Reporting Law - Compliance Agreement
- Drug Free Workplace Certification Form
- Emergency Information Form
- Transporting Clients Form (if applicable)
- Confidentiality Policy Form
- W-4
 - Evaluations
 - Salary actions
 - Disciplinary actions and employee responses
 - I-9 forms
 - Letter of resignation / Notice of termination
 - Exit Interview

Health/Medical Records

Health/medical records are not included in the personnel file. These records are confidential. STS will safeguard them from disclosure and will divulge such information only as allowed by law; to the employee's personal physician upon written request or permission of the employee; or as required for worker's compensation cases.

An employee may inspect the health and medical records in their personnel file, as provided by law, in the presence of a STS Representative at a mutually convenient time. No copies of documents may be made, with the exception of documents that the employee has previously signed. An employee may add their version of any disputed item in the personnel file.

References / Requests for Information

All requests for references must be directed to the Executive Director, who will respond only by releasing the employee's dates of employment, position(s) held and salary. If an employee desires a letter of recommendation, they may request one from their supervisor before their last day of work and must sign the Disclosure Authorization and Release Form. This letter is created at the discretion of the manager, using the template provided by management. The letter must be approved by the Executive Director, prior to release and upon approval, employee shall review this letter and a copy is filed in the employee's HR file.

Performance Review

Employees of STS are strongly encouraged to discuss job performance and goals on an ongoing basis with their supervisors. A written performance review of each STS employee is usually conducted at the six month mark and at each twelve-month interval thereafter. The employee's immediate supervisor normally completes the review.

Formal performance reviews are designed to provide both the employee and the supervisor with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive purposeful approaches for meeting goals and personal development. The performance review provides the necessary documentation for personnel decisions and input to a salary management process. Performance-based pay adjustments are awarded to employees on a discretionary basis, in an effort to recognize individual contributions. The decision to award such an adjustment is dependent upon numerous factors, such as performance and the STS budget.

The review process includes:

1. Review of employees job description,
2. Completion of self-evaluation form by employee,
3. For supervisors, completion of anonymous Supervisor Review Form by the employees they supervise and those they most work with (i.e. other supervisors), if deemed helpful,
4. Meeting between employee and supervisor to discuss job performance and to establish future performance goals,
5. Completion of performance review form by the supervisor, which includes employee's signature acknowledging that the written review has been read, and that a discussion has taken place.
6. Copy of employee's self evaluation and signed copy of supervisor's evaluation is filed in employees' HR file and noted in the comments section along with any salary adjustments.

An initial performance review is done no later than two weeks before the end of an employee's introductory period. The employee will receive a written evaluation from their immediate supervisor. Each employee will have an opportunity to meet with the supervisor and discuss their evaluation.

STS will also conduct yearly performance reviews for all employees. The purpose of the review is to evaluate the employee's current level of performance, to examine the progress made since the last review, and to establish goals for the employee's next review. During the performance reviews, employees are encouraged to discuss any issues that have been raised, and are encouraged to inquire about opportunities for advancement or career development within STS.

After receiving their performance evaluations, employees will be required to sign the evaluation acknowledging that they have received the evaluation and are aware of its contents. A copy of the performance evaluation will then be placed in the employee's personnel file.

Employee Code of Conduct

Harassment

STS Academy is committed to providing a work environment free of unlawful harassment. STS maintains a strict policy prohibiting unlawful sexual harassment and harassment because of race, religion, creed, color, national origin, ancestry, mental or physical disability, pregnancy, medical condition, marital status, veteran status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance.

STS Academy's anti-harassment policy applies to all persons involved in the operations of STS and prohibits unlawful harassment by any employee of STS, including volunteers, board members, supervisors, and non-supervisory employees as well as by any person doing business with or for STS. Unlawful harassment in any form, including verbal, physical, and visual contact, threats, demands, and retaliation is prohibited. Unlawful harassment because of gender, race, religion, ancestry, mental or physical disability, medical condition, marital status, age, sexual orientation or any other protected basis includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments, jokes or slurs, or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory or otherwise offensive posters, cards, calendars, photographs, cartoons, graffiti, drawings or gestures
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work, directed at an employee for any reason and including all protected groups

- Threats and demands to submit to sexual requests in order to keep an employee's job or avoid some other loss, and offers of job benefits in return for sexual favors
- Retaliation for having resisted or reported or threatened to report harassment.

An employee may have a claim of harassment even if they have not lost their job or other economic benefit. The law prohibits any form of protected-basis harassment that impairs an employee's working ability or creates an intimidating, hostile or offensive work environment.

If an employee believes they are being harassed on the job because of their race, religion, creed, color, national origin, ancestry, mental or physical disability, pregnancy, medical condition, marital status, veteran status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance, including harassment by persons doing business with or for STS, they should provide a written complaint to their supervisor and the Executive Director. The complaint will be immediately and thoroughly investigated and a determination regarding the complaint will be made and communicated within a reasonable time frame.

If STS determines that prohibited harassment has occurred, STS will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. STS will not retaliate against the employee or knowingly permit retaliation by management or the employee's co-workers for resisting or making a complaint of harassment.

Conflict of Interest

STS expects its employees to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict of interest between the employee's interests and the interests of STS, including STS clients. Employees must fully disclose any potential or actual conflicts of interest to their supervisor.

No present or past volunteer or staff member is allowed to solicit private clients through their work with STS. If STS makes referrals to past or present volunteers or staff in their capacity as a private practitioner, this will be done with the approval of the Executive Director and will include referrals to at least two other appropriate resources. Violation of this policy is grounds for termination.

Employees are prohibited from accepting gifts and other gratuities, beyond the common courtesies or exceeding nominal value, from organizations or individuals with which STS has business dealings. It is recommended that any accepted nominal gifts be shared at the office.

Confidentiality

STS adheres to federal and state licensing regulations in regard to confidentiality. All STS services are completely confidential unless differently mandated by the specific program. It is not permitted to discuss specific cases with anyone outside STS except with other agencies or individuals who are mutually working on a particular case and discussion is limited to a “need to know” basis. Such discussions require the express prior written approval (release of information) of the respective Program Director and client. All employees are expected to maintain absolute confidentiality regarding STS clients, volunteers, staff, board members, donors and other information deemed by STS to be confidential. Violation of this policy is grounds for immediate termination.

Drug Free Workplace

STS Academy is covered by the Federal Drug-Free Workplace Act and the California Drug-Free Workplace Act, and provides a drug-free workplace. STS maintains zero tolerance for drug and alcohol abuse by its employees. The use of any illegal drug intoxicants or controlled substances is strictly prohibited.

In keeping with our efforts to promote health and safety and protect the interests of employees, clients, and STS overall, it is not allowed for anyone to use, possess, sell, manufacture, purchase, or be under the influence of marijuana, alcohol, illegal drugs, intoxicants, or controlled substances at any time on STS premises, in STS vehicles, or while on STS business.

As a covered employer, STS must certify to the contracting government agencies that it will provide a drug-free workplace in connection with the performance of its government, City and di contracts. All employees will be given and will be required to sign an Employee Notification Statement. STS will include drug-free awareness information in its programs and will comply with the requirements that the government be notified of any employee’s workplace-related drug conviction.

STS strictly prohibits the following:

1. Possessing, using, or being under the influence of alcohol or an illegal drug, intoxicant, or controlled substance during working hours or while on STS business;
2. Driving a vehicle on STS business while under the influence of alcohol or an illegal drug, intoxicant, or controlled substance;
3. Distributing, selling, manufacturing, or purchasing of—or attempting to distribute, sell, manufacture, or purchase—an illegal drug, intoxicant, or controlled substance during working hours, while on STS business, or while on STS-owned or occupied premises;
4. Testing positive on a required or requested drug or alcohol test or screen;

5. Refusing either to take or to release information regarding a required or requested drug or alcohol test or screen;
6. Violating any STS rule or policy regarding alcohol and drug use.

Employees suspected of possessing alcohol, illegal drugs, intoxicants, or controlled substances are subject to inspection and search, with or without notice. Employees' personal belongings (including any bags, purses, briefcases), and all STS property are also subject to inspection and search, with or without notice. Employees who violate this policy or who are suspected of violating this policy, as determined at the discretion of STS Management, will be removed from the workplace immediately and will be subject to disciplinary action. STS may also bring the matter to the attention of appropriate law enforcement authorities. Any conviction for criminal conduct involving illegal drugs, intoxicants, or controlled substances, whether on or off duty, or any violation of STS's drug abuse policy, may lead to disciplinary action, up to and including employment termination.

The use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and seriously impair that employee's value to STS. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to safely perform the job or may affect the safety or well-being of others must submit a physician's statement that the prescription drug use will not affect job safety. The employee is not required to identify the medication or the underlying illness.

In connection with STS Academy's drug-free workplace compliance efforts, please note the following requirements.

- Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring on STS premises or while conducting STS business. A report of a conviction must be made to their immediate supervisor and Executive Director within five days of the conviction. Within ten days of learning about an employee's conviction, STS must notify any governmental agency with which it contracts or subcontracts of the employee's criminal drug statute conviction.
- Within 30 days of the date STS learns of an employee's conviction, the employee will be disciplined, up to and including termination. Any employee not terminated will be required to satisfactorily participate in and complete a drug abuse assistance or rehabilitation program.
- Each employee, as a condition of employment, shall sign an Employee Notification Statement which sets forth the requirements of the Drug-Free Workplace Act.

STS will make ongoing good-faith efforts to maintain a drug-free workplace by implementing the above requirements. Our failure to comply with the provisions of the drug-free workplace statutes may subject STS to loss of payments under a government contract, termination of the contract, and debarment as a contractor for up to five years. Any questions regarding our drug-free workplace compliance efforts should be directed to the Executive Director or the designee.

Note: On occasion, managerial and executive staff may entertain business associates during work hours or after work hours as representatives of STS. These occasions may include lunches, dinners, and business conferences. Use of alcoholic beverages is not recommended at these events but may be used. Occasionally however, alcohol is served at social events sponsored by STS after work hours. Alcohol may be served at these events only with the approval of the Executive Director. Only a minimal and limited use of alcohol is acceptable. Employees are expected to remain responsible, professional, and sober at all times at all STS related events.

Child Abuse Reporting Law

It is the policy of STS to report all suspected cases of child abuse as per the child abuse reporting law. A child abuse reporting law compliance agreement is part of the orientation package and must be signed by all new employees.

Workplace Violence

STS is concerned about the well-being and personal safety of its employees and anyone doing business with STS. Consequently, STS strictly prohibits workplace violence. Acts of violence and/or threats of violence, whether expressed or implied toward individuals in STS' workplace, are prohibited and will not be tolerated. All reports of incidents will be taken seriously and will be addressed appropriately.

This prohibition against threats and acts of violence (including domestic violence) applies to all persons involved in the operation of STS, including, but not limited to, STS personnel, contract and temporary workers, and anyone else on STS property. Any employee who commits workplace violence will be subject to disciplinary action up to and including termination of employment and may also be subject to legal action, as appropriate.

Additionally, where an employee is convicted of a crime of violence or threat of violence under any criminal code provision, STS reserves the right to determine whether the conduct involved may adversely affect the legitimate business interests of STS and may implement corrective action, up to and including termination, as a result. Any employee convicted of such a crime must report the conviction to STS, absent a court order to the contrary. Failure to do so is a violation of this policy and subjects the employee to disciplinary action, including termination of employment.

Examples of workplace violence include, but are not limited to, threats or acts of violence or behavior that causes a reasonable fear or intimidation response that occurs:

- Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes a reasonable fear of such contact.
- Threatening an individual or his/her family, friends, associates, or property with physical harm or behavior that causes a reasonable fear of such harm.
- Intentional destruction of or threat of destruction of STS's or another's property.
- Harassing or threatening physical, verbal, written, or electronic communications, including verbal statements, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures, and any other form of communication that causes a reasonable fear or intimidation response in others.
- Stalking is defined as a pattern of conduct over a period of time, however short, which evidences a continuity of purpose and includes physical presence, telephone calls, emails, and any other type of communication sent by any means.
- Veiled threats of physical harm, or like intimidation or statements in any form, that lead to a reasonable fear of harm or an intimidation response.
- Communicating an endorsement of the inappropriate use of firearms or weapons of any kind.
- Possessing weapons of any type during working hours, whether such weapons are licensed or not, particularly firearms. The only exception is local, state, and federal law enforcement officers acting in the line of duty.
- Domestic violence is defined as a pattern of coercive tactics carried out by an abuser against an intimate partner (the victim) with the goal of establishing and maintaining power and control over the victim. Where the abuser's tactics include any of the above-described conduct on STS premises, this policy applies.

Where such tactics include any of the above-described behaviors off STS premises, this policy applies where the abuser is someone who is acting as an employee or representative of STS at the time; where the victim is an employee who is exposed to the conduct because of work for STS; or where there is a reasonable basis for believing that violence may occur against the victim or others in the workplace. The term "intimate partner" includes people who are legally married to each other, people who were once married to each other, people who have had a child together, people who live together or who have lived together, and people who have or have had a dating or sexual relationship, including same-sex couples.

Procedures for Reporting

In the event that an employee believes that a threat or act of violence has been made against that employee or others, the employee should report the details immediately to his/her supervisor and/or the Executive Director.

Failure to appropriately report any threats or acts of violence in violation of this policy appropriately is itself a violation of this policy, and may subject any employees involved to discipline, up to and including termination.

Retaliation against anyone for reporting an actual or suspected violation of this policy in good faith will not be tolerated and will subject the individual engaging in the retaliation to discipline, up to and including termination. Complaints about retaliation may be reported in the same manner as violations of this policy are to be reported.

STS Expectations of Targeted Employees

“Stay Away” or Restraining Orders: STS reserves the right to seek “stay away” or restraining orders against any person who violates this policy to the fullest extent allowed by law. In such situations, STS has an interest in assisting any employee who reports proceedings to obtain a “stay away” order, or the existence of such a “stay away” order that may apply to the workplace. Employees of STS who are targeted by the perpetrator may be asked to work with STS to obtain such an order against that individual. Likewise, employees who have previously sought a “stay away” order against a perpetrator and/or are protected by an existing “stay away” order *must immediately notify STS of:*

- (1) the existence of any such order and provide a copy of the order;
- (2) any violations or attempted violations of the order;
- (3) any changes to the order; and
- (4) the order’s being lifted.

Confidentiality and Safety

These provisions on workplace violence are intended to protect the safety of all employees, and are in no way intended to infringe on an employee’s privacy. The primary goal of these guidelines is to encourage an open, ongoing dialogue with the affected employee and those within STS who need to know, so that STS can take reasonable steps to protect workplace safety. STS Academy’s goal is to handle all situations with utmost sensitivity to the particular situation, while meeting the goal of workplace safety and security.

Testing Program

The following testing is required for all STS employees and volunteers providing child care services in accordance with state law prior to working with children in the Academy.

Fingerprinting

Criminal background checks are required and fingerprints must be submitted to the Department of Justice prior to the presence of a worker or volunteer in the facility

Tuberculosis (TB)

A TB test is required by law of all employees working near children or handling food. Additional health examinations may be required consistent with applicable state law or state regulations.

Drug/Alcohol

STS may also require drug and/or alcohol testing:

1. After an offer of employment, but before the applicant commences employment.
2. When a reasonable suspicion exists that any employee is under the influence of any illegal drug, intoxicant, or controlled substance while on the job, or is otherwise in violation of this policy. Reasonable suspicion means suspicion based on information regarding, among other things, the appearance, behavior, speech, attitude, mood, and/or breathe odor or odor of any employee.
3. When any employee is found in possession of alcohol or any illegal drug, intoxicant, or controlled substance in violation of STS policy, or when any of those items are found in an area controlled or used by the employee, such as a desk or locker, or a STS partner premises.
4. When an accident, near-miss, or incident occurs in which safety precautions are violated or careless acts are committed, and a reasonable suspicion exists that the employee involved is under the influence of alcohol or any illegal drug, intoxicant, or controlled substance.
5. After any employee has participated in a rehabilitation program
6. When required by a state or federal law or regulation.

The testing required by STS will involve an initial screening test. If test results are positive, a different testing methodology will be utilized to confirm results. Test results are kept as confidential as possible.

Accommodation of Employees Seeking Treatment/Rehabilitation

STS will attempt to reasonably accommodate employees with chemical dependencies (alcohol or drugs) if they voluntarily wish to seek treatment and/or rehabilitation. Employees desiring assistance should request an unpaid treatment or rehabilitation leave of absence. STS Academy's support for treatment and rehabilitation does not obligate STS to employ any person who violates STS Academy's drug and alcohol abuse policy or whose job performance is impaired because of substance abuse. STS is also not obligated to reemploy any person who has participated in treatment or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are given the opportunity to seek treatment and/or rehabilitation and are involved in any further violations of this policy will not be given a second opportunity to seek treatment or rehabilitation.

Whistle Blower/Code of Conduct Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics STS will investigate any suspected fraudulent or dishonest use or misuse of STS Academy's resources or property by staff, board members, consultants or volunteers. STS is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization. Failure to follow these standards will result in disciplinary action including possible termination of employment, dismissal from one's board or volunteer duties and possible civil or criminal prosecution if warranted.

Staff, board members, consultants and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as "whistle-blower"), pursuant to the procedures set forth below.

1. Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to the Executive Director. If for any reason a person finds it difficult to report his or her concerns to the Executive Director, the person may report the concerns directly to the Board President. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted.

2. Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by STS, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage in violation of STS's Conflict of Interest Policy;
- misappropriation or misuse of STS's resources, such as funds, supplies, or other assets;
- authorizing or receiving compensation for goods not received or services not performed; and

- authorizing or receiving compensation for hours not worked.

Whistle-Blower: An employee, consultant or volunteer who informs the Executive Director or Board President about an activity relating to STS which that person believes to be fraudulent or dishonest. Whistle-blowers must be cautious to avoid baseless allegations

3. Supervisory Responsibility

Supervisors are required to report suspected fraudulent or dishonest conduct to the Executive Director. Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations;
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- violations of a person's rights under law

Due to the important yet sensitive nature of the suspected violations, effective professional follow-up is critical. Supervisors, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow up steps on their own.

4. Investigation

All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the reporting person and his or her supervisor. Investigations may warrant investigation by an independent person such as auditors and/or attorneys.

STS will use its best efforts to protect whistle-blowers against retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will only be shared with those who have a need to know so that STS can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have right to know the identity of the whistle-blower.)

Employees, consultants and volunteers of STS may not retaliate against a whistle-blower for informing management about an activity which that

person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees.

Whistle-blowers who believe that they have been retaliated against may file a written complaint with the Executive Director. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Grievance Policy

Grievance Definition

Any complaint by an employee concerning any aspect of the employment relationship other than merit increases/bonus, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.

Procedures

1. An employee should first discuss the situation with their direct supervisor
2. If the grievance is against the employee direct supervisor or if an employee or the employee's representative feel, after oral discussion with the immediate supervisor, that employee's rights under STS Academy's policy have been violated, the employee may originate a grievance within ten (10) days of the date the alleged grievable act occurred by presenting the facts in writing to the Executive Director. The decision will be made in writing to the employee within ten (10) days after receipt of grievance.
3. Should the employee decide the reply is unsatisfactory, the employee or the employee's representative shall, within five (5) days, submit an appeal to the President of STS Board of Directors. The Board President will respond in writing to the grievance within five (5) days from the date of the review whose decision will be final.

EMPLOYMENT PRACTICES

Appearance

All STS employees are expected to maintain a professional personal appearance and all employees must meet acceptable standards of neatness, cleanliness and personal hygiene at all times during working hours. Standards of appearance will vary depending upon the type of work being performed. Employees are expected to dress neatly in uniform when provided and in a manner consistent with the nature of the work performed. Employees who report to work inappropriately dressed may be asked to leave work and return in acceptable attire. The time absent from work shall be charged as a leave of absence without pay.

Courtesy

STS employees should always keep in mind they are representatives of STS and that the impression others have of them will often be the impression of STS. Employees should always be courteous, tactful, respectful and fair in relations with others, whether they are fellow employees, volunteers, clients or visitors. Courteous behavior will create a favorable impression of STS, make STS' work environment more pleasant and efficient and enhance the experience of STS employees and everyone who comes into contact with STS.

STS is a non-profit organization and, as such, depends upon contributions and donations from people and organizations in the community to assure its financial stability. Every person a STS employee comes into contact with is a potential contributor to, or volunteer for STS. This underscores an additional reason that every STS employee be courteous and professional with the public.

Punctuality and Attendance

STS employees are expected to be regular in attendance and punctual. Tardiness and absence often causes problems for clients as well as fellow employees.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal and break periods or when required to leave on authorized STS business. Late arrival, early departure, or other absences from scheduled hours are to be avoided.

If an employee is unable to report for work on any particular day, they must call the supervisor at least four hours (we typically asked for four hours so that we can bring in a sub if needed). If at all possible, employees should call twenty-four hours in advance if they have scheduled appointments or are sick. Employees are also encouraged to schedule personal appointments for themselves or other family members outside of their regularly scheduled work hours. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employee must also inform supervisor of the expected duration of any absence. If unknown, they must call in each day they are scheduled to work and will not be reporting to work. Excessive absences and tardiness may result in disciplinary action.

STS Equipment Usage/Handheld Communication Devices

Where job or business needs demand immediate access to an employee, STS may issue a cell phone or other wireless device to an employee for work-related communications. STS-provided wireless devices should be used for work-related communications only. In general, STS expects employees to use common sense and sound judgment when utilizing any wireless device. Because wireless device transmissions may be accessible by individuals outside of STS, employees should not transmit sensitive or confidential information via a wireless device. The confidentiality of conversations conducted on a wireless device, email and/or voicemail should not be assumed. Greeting must reference STS and the employee position with STS. Remember this is the property of STS both phone and contents.

Employees in possession of STS equipment such as cell phones, cameras, lap top computers and act are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce the cell phone or other equipment for return, replacement or inspection. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges and who do not provide repayment or replacement will be considered to have left employment on unsatisfactory terms, and may be subject to legal action for recovery of the loss. STS will be responsible for necessary repairs of all equipment.

Technical Resources Usage

STS Academy's technical resources – including computer systems, Internet access, voicemail, electronic mail (e-mail) and World Wide Web access – enable employees quickly and efficiently to access and exchange information throughout the organization and around the world. When used properly, these resources greatly enhance employee productivity and knowledge.

This policy applies to all technical resources – including desktop and portable computers, telephones, and other technical devices – that are owned or leased by STS, that are used on or accessed from STS Academy's premises, or that are used in conducting STS business. This policy also applies to all activities using any STS - paid accounts, subscriptions, or other technical services, such as voicemail, e-mail, and Internet and World Wide Web access, whether or not the activities are conducted from STS Academy's premises.

Employees are permitted to use STS Academy's equipment for occasional, non-work purposes. Nevertheless, employees have no right of privacy as to any information or file maintained in or on STS Academy's property or transmitted or stored through STS Academy's computer systems, voicemail, e-mail, or other technical resources. Employees are strictly prohibited from using STS Academy's equipment to access, obtain, or transmit any pornographic or other obscene sexually explicit information or materials for any purposes.

Personal telephone calls made requiring additional fees or charges are strictly prohibited with no exceptions.

Messages stored and/or transmitted by voicemail, e-mail, or telephone systems must not contain content that may reasonably be considered offensive to any employee. Offensive materials may include, but are not limited to, sexual comments, racial slurs, derogatory gender-specific comments or any comments, jokes or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, sexual preference or any other classification protected by federal, state or local law. Any use of the Internet, World Wide Web, or e-mail to harass or discriminate is unlawful and strictly prohibited.

Prohibited uses of STS Academy's technical resources include, but are not limited to soliciting outside business ventures, advertising for personal enterprises or soliciting for non-STS related purposes.

STS policy requires that employees safeguard STS Academy's confidential information, including confidential information about clients and others. E-mail messages should not be considered secure. Employees must minimize confidential content and should include the following message:

This information contained in this e-mail is confidential information and intended for the identified recipient only.

If an employee is interested in installing software on STS equipment, they must first contact the Director/Coordinator of Administration and request to have the software installed. Additionally, if you wish to bring in disks or CD's for use on STS Academy's equipment, you must first contact the Management Information Specialist who will assure that no viruses are contained on them. Not all software installations will be permitted.

Each employee is responsible for the content of all text, audio, or images that they place or send over STS Academy's technical resources. Employees may access only files or programs, whether computerized or not, that they have permission to enter.

Clients and other non-employees are not permitted use of STS computers or unsupervised use of telephone.

Violations of any guidelines in this policy may result in disciplinary action up to and including termination.

Non-Solicitation/Distribution of Literature

STS has established rules applicable to all employees that govern solicitation or distribution of written material during working time and entry onto the premises and work areas. All employees are expected to comply strictly with these STS rules.

- No employee shall solicit or promote support for any cause or organization during his or her working time or during the working time of the employee or employees at whom such activity is directed.
- No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

- Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on STS property.
- Employees may not allow outside persons to enter the premises for the purpose of solicitation. All prospective vendors may be referred to the Executive Director Office.
- Off-duty employees are not permitted in non-public work areas.

As used in this policy, "working time" includes all time for which an employee is paid and/or is scheduled to be performing services for STS; it does not include break periods, meal periods, or periods in which an employee is not performing and is not scheduled to be performing services or work for STS.

Display of Religious / Spiritual Matter

STS Academy strives to provide a neutral environment for staff and clients. Items denoting a particular religion or spiritual practice shall not be displayed in a conspicuous manner in the work area.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by STS. This list of prohibited conduct is illustrative only. Other types of conduct that are illegal or detrimental to security, personal safety, employee or client welfare, and STS' interests are also prohibited:

- Breach of confidentiality
- Violation of the alcohol and drug-free workplace policy
- Action jeopardizing physical safety or mental or emotional well-being of victims/clients, staff, volunteers, or Board members
- Involvement in theft or misuse of STS funds or equipment
- Physical or verbal abuse of victims/clients, staff, volunteers or Board members
- Willful misrepresentation of STS, the philosophy and/or the organization itself
- Falsifying or altering the records of STS
- Possession of weapons or firearms on STS time or on STS premises, or STS activities at any time
- Engaging in criminal conduct whether or not related to job performance
- Violation of STS Academy's policies including but not limited to equal employment or non-harassment policies
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a client, employee, community partner, community member, volunteer or board member (anyone).
- Failure to obtain permission to leave work for any reason during normal working hours
- Abuse of paid sick leave

- Working overtime without authorization or refusing to work assigned overtime
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee solicited and/or utilizing STS electronic (email, FAX, etc.) or written communication methods
- Distributing unauthorized literature or any written or printed material during working time or in work areas (Director/Coordinator of Administration maintains STS' administrative bulletin board and all requests for postings are to be submitted to her/him.)

This statement of prohibited conduct does not alter STS' "at will" employment relationship with its employees. Either the employee or STS may terminate the employment relationship at any time, with or without cause and with or without notice.

Smoking

Consistent with California law no smoking is permitted in any office or site of STS Academy. Smoking is allowed out of doors only and must not be within 50 feet of the building/doors of any facility or office.

HEALTH & SAFETY

STS is committed to providing its employees with a safe and healthy working environment. To this end, STS must rely upon all employees to take an active role in accident, injury, and illness prevention and to ensure that work areas are kept safe and free of hazardous conditions. Employees should be conscientious about workplace safety including proper operating methods and known dangerous conditions or hazards. Employees should report any unsafe conditions or potential hazards at any site, to a supervisor and Administrative offices immediately.

In compliance with California law, and to promote a safe workplace, STS maintains an Injury and Illness Prevention Program.

Safety Issues for Wireless Devices

Employees whose job responsibilities include regular or occasional driving are expected to put safety first before all other concerns and always adhere to California law regarding the ban of the use of handheld devices while driving. Employees who violate this policy may be subject to disciplinary actions, up to and including employment termination.

Motor Vehicle Safety Policy

STS encourages safety both on STS premises and while driving on behalf of STS. Therefore, Employees who drive vehicles while involved in STS business activities must:

- Have valid, current driver licenses for the class (es) of vehicle that they are assigned to drive. If an Employee's license is suspended or revoked, for any reason, the employee must notify the Executive Director immediately.

- Be able to drive safely and must obey all applicable traffic rules and Department of Transportation regulations at all times. Employees who drive unsafely, or who violate these safety rules and are cited for traffic violations while on STS business, will be subject to disciplinary action.
- Wear seat belts at all times and any person riding in a vehicle while on STS business must also wear a seat belt.
- Provide proof of current and sufficient vehicle insurance when requested management or law enforcement
- Not have passengers in the vehicle during STS work activities unless those passengers are employees, contractors or clients with legitimate business reasons for their presence in the vehicle. A passenger seat and a working seat belt must be provided for each passenger. Employees are prohibited from overloading and/or overcrowding vehicles.
- Not consume alcohol, illegal drugs or other controlled substances. Employees found driving while under the influence of such substances will be subject to disciplinary action in accordance with STS contracts and personnel policy and procedures.
- Not take either prescription or over-the-counter medications that cause drowsiness, dizziness or other side effects that affect the employee's ability to safely operate a vehicle. Employees are prohibited from driving on STS business while they are experiencing work restrictions or other conditions that impair the employee's ability to drive safely.
- Not shave, comb hair, apply cosmetics or perform other personal hygiene tasks while driving. This includes when a vehicle is "stuck in traffic". Employees must focus their full attention on the safe operation of the vehicle.
- Not attempt to read documents, write notes or operate laptop computers while driving a vehicle. These activities should only be performed with the vehicle safely stopped and parked in an appropriate and safe parking area.

In the event of a vehicle accident, drivers must immediately contact the local police or highway patrol, STS Executive Director office and Dispatcher. and report the following minimum information, regardless of the apparent seriousness of an accident report:

- The local phone number where the employee can be called back for additional information;

- Names of any injured persons involved in the accident, the possible extent of injuries and the hospital to which injured persons were taken;
 - Names, addresses, phone numbers and insurance companies for each vehicle involved in the accident;
 - Names, addresses, phone numbers of any passengers in vehicles involved in the accident;
 - Type of citations issued, if any, and who received them;
 - Name and phone number of police officer responding to the incident; and employee drivers must request a copy of any police report generated as a result of a vehicle accident.
 - A copy of the police report must be delivered to the Executive Director office within 24 hours of the employee obtaining such a report
 - Notification of STS Academy's Auto Insurance Provider
- Supervisors are responsible for immediately notifying the Executive Director office who must immediately notify STS Academy's automobile insurance provider of any reported vehicle accident, regardless of the apparent seriousness of an accident report.

A Written Incident Report must also be completed within 24 hours of each vehicle accident. Contact your supervisor for a copy blank incident report form. The Incident Report must be delivered to the employee's supervisor and Executive Director within 24 hours of each vehicle accident. The supervisor or Executive Director who receives the Incident Report is responsible for immediately faxing a copy to STS Academy's automobile insurance claims investigator.

Facility Safety

To reduce the possibility of injuries, a STS safety manual is located at each site. In addition, the following instructions should be followed:

General

- All heavy items will be placed on/in shelves/cupboards not over chest height of an average person.
- All carpets and mats will be fixed in a manner that will prevent slippage and/or possible tripping.
- Electrical outlets will be equipped with power strips where appropriate and computer equipment will be surge protected.
- Excess lengths of power cords will be bound to and will be free of entanglement with adjacent wires/cords.
- Seek training before operating unfamiliar equipment.
- Use care when operating tools with sharp edges.
- **Do not** lift or move furniture or other items without assistance and approval from the Safety Officer/Administrative Coordinator Site Coordinator.
- Pull out **no** more than one file cabinet drawer at a time, as shifted weight may cause cabinet to topple forward.
- Close file and desk drawers open when not in use.

Kitchen Area

- All spills are to be cleaned up immediately by the person responsible.
- All appliances must be used in accordance with safety instructions.
- Turn coffee pot off when not in use or when closing for the day. This includes unplugging the coffee pot when empty.
- Clean up after yourself at each use.

Illness (To help prevent spread of contagious illnesses)

- Wash hands frequently, especially after bathroom use, and before eating.
- Wash all communal eating utensils with hot, soapy water.
- Stay home when ill.

Reporting Work-Related Injuries

All work-related injuries and illnesses will be reported immediately to your supervisor and the Safety Officer. If a staff person seeks medical help for a work-related injury, she/he must obtain a physician's release before returning to work. The release should be given to the immediate supervisor, Safety Officer Site Coordinator and/or Executive Director for appropriate filing.

Employee Participation & Plan

All employees will be expected to practice safe and healthy work habits. It is also expected that employees will report any hazardous conditions to the Safety Officer Site Coordinator. This may be done anonymously, if preferred, and shall be done immediately upon identification of the hazard by written memo.

A correction plan of any reported hazardous condition will be completed by and stored with the Site Coordinator and stored in the administrative office.

Any changes affecting this program will be communicated by written memo to all employees, followed up by verbal instruction at employee Staff Meeting, or, in the case of extreme hazard, a specially called meeting.

All new employees will receive a copy of this program with their orientation packet. Each employee will return a signed form indicating they have read and understand the provisions of this program.

COMPENSATION

Work Hours

STS' regular business hours are from 8:00 a.m. to 5:00 p.m. five days a week, with meal periods and breaks as required by law. STS reserves the right to modify employees' starting and quitting times and the number of hours worked.

In no event shall an employee be required to work continuously for a period longer than permitted by state law. The following interruptions in the work day are to be staggered according to the needs of each program: (1) a morning paid break period of ten minutes; (2) an unpaid lunch period of 60 minutes; (3) an afternoon paid break period of ten minutes.

Over Time

Unless otherwise provided, for purposes of calculating overtime, each workweek begins on Sunday and each workday begins at midnight. No overtime (past regular scheduled work hours) shall be worked by any staff without the prior written approval of the Executive Director or the Executive Director's Delegate.

All non-exempt employees who work more than eight (8) hours in one workday or more than forty (40) hours in one workweek will receive overtime pay computed as follows:

- Overtime at the rate of 1 1/2 times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek.
- Overtime at the rate of 1 1/2 times the employee's regular rate of pay for the first four (4) hours worked in excess of eight (8) hours in any one workday and for the first eight (8) hours on the seventh day of work in any one workweek.

Only those hours that are actually worked are counted to determine an employee's over time or regular pay. Stand by time or compensated holidays, for example, are not hours worked and are therefore not counted in making overtime calculations.

Nonexempt employees may make up work time that is or would be lost as a result of personal obligations if the time is made up during the same workweek or pay period in which the work time is lost. A nonexempt employee will only be permitted to make up work time if the employee submits a signed written request to make up the lost time and the employee's direct supervisor approves the request in advance. A nonexempt employee will not be paid overtime for performing makeup work unless the employee works more than 12 hours in the workday or more than 40 hours in the workweek.

Under Time

STS may allow an employee to temporarily work less than his/her normally assigned hours when requested. This can only be permitted with supervisor written approval utilizing time off request form.

Holiday Work

In the event that an employee is required to work on a day which is one of STS Academy's paid holidays, another day will be substituted for the holiday, or, where this is not possible, the employee will receive their regular day's pay for the holiday in addition to regular pay for all hours worked that day. This applies to qualified administrative positions only.

Pay Procedures

Time Sheets

All employees of STS must complete a timesheet for each pay period clock in and clock out using STS Academy's electronic timekeeping system. Pay periods are every two weeks. Timesheets are due to Payroll on the ending day of each pay period via STS online and manual Timekeeping or in written hard copy. . If this day is a weekend or holiday, the timesheet is due the preceding workday. The employee's supervisor must sign all written hard copy timesheets. Non-exempt employees must fill out all categories of work hours on the time sheet and charge time for each quarter of an hour. Misrepresenting hours worked and/or signing a colleagues' time sheet shall result in disciplinary action up to and including termination of employment.

Payday

Paydays are every other Friday with a total of 26 payments per year. STS does not permit advances against paychecks. If the payday falls on an official day off or holiday then payday will be on the last business day prior to the normal pay day.

Salary Levels

Compensation of employees shall be in accordance with the salary levels established by the Board of Directors and be consistent with the approved budget for a given year.

Reduced Funding

In the event of reduced funding, it may become necessary to reduce salaries of employees. In that situation, the Board of Directors or the Executive Director shall give two weeks notice to affected employees. The Executive Director may elect to reduce salaries and will be subject to a two week written notice to employee.

Employees as Volunteers

From time to time, STS staff offers to give personal time to a variety of projects administered by STS. Although these offers are greatly appreciated, it is the policy of STS that paid staff members do not volunteer to work on projects. This policy is developed to protect the staff's legal rights as a paid STS employee.

Pay Deductions

Routine Deductions

The deductions from employees' paychecks are only those required by law or authorized by the employee. The current deductions required by law are:

- Social Security Tax
- Medicare Tax
- State Disability Insurance

- Federal Income Tax
- State Income Tax

If an employee believes an improper deduction has been made, contact Executive Director office immediately.

Levies and Garnishments

STS will comply with the laws governing wage garnishments and levies. If STS receives a court authorized garnishment or levy, the employee will be notified immediately. The garnishment or levy will be processed until STS receives notice of a release from the garnishment or levy.

Payment on Resignation or Termination

If an employee resigns, their paycheck will be available on the final day of work provided the employee has given at least 72 hours prior notice. If an employee resigns without giving 72 hours notice or fails to return to work, his or her paycheck will be mailed by regular mail to his or her last known address not later than 72 hours after the date when the employee is considered to have terminated. If an employee is terminated involuntarily, their paycheck will be available at the time of discharge. The employee's final paycheck will include payment for all wages owed and for accrued but unused vacation time, less authorized and required deductions. At the time of termination or resignation, all STS property and the property of STS programs must be returned. This includes such items as keys, tools, phones, computers and equipment.

Reimbursements

Expense Reimbursement

Expenses incurred by employees for STS business shall be reimbursed when reasonable, adequately documented, and have prior approval. **Requests for reimbursement must be made with 45 days of the incurred expense.** This includes mileage reimbursement when privately owned vehicles are used during working hours and documentation is submitted on the STS business mileage form.

Reimbursement requests will be paid with bi-weekly paychecks. The amount of the reimbursement will not be added to the employee's paycheck amount. Requests may be submitted at any time during the month, but will be reimbursed bi-weekly. The request must be submitted on the 'Payment Reimbursement Authorization Form'.

If the amount for reimbursement is under \$50, payment may be made from the Finance Department's Petty Cash account. Receipts must be initialed by employee's supervisor and brought to the Accounting Manager's office for reimbursement.

If ordering an item online or by phone, the agency's credit card may be used. Authorization for purchase must be given by Executive Director or Administrative Assistance and credit card must be requested from the Executive Director, Program Coordinator/Manager or Administrative Assistant.

Travel Reimbursement

STS adheres to the following reimbursement schedule for work-related travel:

- **Out-of-State-Travel:** Out-of-State travel is restricted and only allowed in exceptional situations.
- **Mileage:** When a privately owned vehicle is utilized on project-related business, reimbursement is at the government rate. Mileage reimbursement document must be completed and submitted with time sheet – to be kept on file and available for audit.
- **Meals and Incidentals:** Amount to be reimbursed may be up to:
 - Breakfast - \$6.00: Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.
 - Lunch - \$10.00: Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.
 - Dinner - \$18.00: Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.
 - Incidentals - \$6.00: May be claimed for trips of 24 hours or more.
 - Daily maximum total: \$40.00
- **Lodging**
 - Government lodging rates apply. Receipts must accompany requests for reimbursement.
- **Other:**
 - Taxi, airport shuttle, etc., which exceed \$3.50 and supported by receipt.
 - Parking in excess of \$6.00 must be supported by receipt.

Note: All rates are subject to change.

BENEFITS ADMINISTRATION

STS provides various benefits for regular full-time and regular part-time employees who work more than 35 hours per week. These benefits do not apply to any employees who are regularly scheduled to work less than 35 hours per week. Term (temporary) and part time employees who work less than 35 hours per week are not eligible except for those benefits that are mandated by law (Worker's Compensation and State Disability Insurance).

Following are the benefits for regular full-time employees, employees working 40 hours or more per week.

Time Off Policies

Scheduled Holidays

STS observes the following paid holidays:

- New Year's Day
- Martin Luther King, Jr., Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

In order to be eligible for holiday benefits, an employee must work the last scheduled workday before and the first scheduled workday after the holiday or schedule vacation/float time off.

If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

Vacation

All regular full-time employees are eligible to accrue vacation benefits based on their continuous length of service, measured from the completion of their Introductory Period. Vacation accrues according to the following schedule:

- For employees with less than 5 1/2 years of continuous employment, vacation time will accrue at the rate of 5 days per year.
- For employees who have been continuously employed with STS for between 5 1/2 and 10 years, vacation time will accrue at the rate of 10 days per year.
- For employees who have been continuously employed with STS for over 10 years, vacation time will accrue at the rate of 15 days per year.

Vacation accruals may not exceed 20 days of accrued vacation. Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and his or her accrued hours have dropped below the 20 day maximum.

No employee will receive pay in lieu of vacation except on the termination of his or her employment, in which case the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his or her termination. Exception can be made by the Executive Director.

All vacations must be approved in advance by the employee's immediate supervisor or by the Executive Director. Vacation requests should be submitted for approval to the employee's immediate supervisor at least two weeks prior to the commencement of a vacation period. In the event that two or more employees have requested vacations covering the same period and

may not be absent simultaneously, preference shall be given to the employee with the greater length of service.

Once the vacation schedule for a particular work unit has been set and approved by the supervisor, employees may not change their vacation, except with the advance permission of the supervisor and only when such change will not adversely affect the other employees' vacations or service. If reassigned to another work site, the employee must notify the new supervisor of the scheduled vacation and obtain approval. If approval is not re-obtained, the previously approved vacation time may not be taken.

An employee is not permitted to borrow on future accrual of vacation benefits, except with the advance approval, in writing, of the Executive Director.

Temporary and part time employees do not accrue vacation benefits.

Sick Time

Sick time is earned at the rate of 1 hour for every 30 hours worked for regular full and part-time employees. Hours are accrued after one month of employment with STS, up to a maximum accumulated balance of 48 hours. Employees may use up to **24 hours** of sick leave per year. Sick time may be used in the instance of employee illness; for medical, dental, or optical diagnosis or treatment; when the employee's attendance would jeopardize the health of other employees; or for the care of grandparents, parents, siblings, spouse, domestic partners or children of the household.

In the event of a death of grandparents, parents, siblings, spouse, domestic partners or children of the household, an employee may elect to use accumulated sick time up to two days in addition to bereavement benefits.

Physician verification is required after an employee is out for more than three consecutive days or if requested by supervisor.

Employees must not abuse sick leave privilege. Employees should not assume that absenteeism is permissible merely because they have sufficient sick pay benefits to cover their time off. Absenteeism that is determined to be excessive may lead to disciplinary action up to and including possibility of immediate termination. Excessive absences are more than five occurrences in six months. An employee terminating from STS is not entitled to be compensated for accrued sick time.

Bereavement Benefits

If an employee needs to take time off due to the death of an immediate family member, they should notify their supervisor immediately. STS defines "immediate family" as an employee's grandparents, parents, siblings, spouse, domestic partner or children of the household. STS will determine the employee's bereavement leave time. Depending upon the situation (i.e. out of

town travel, etc.), the employee may take up to three days of paid bereavement leave if he/she is a regular full-time employee.

Paid Family Leave Benefits

Employees are eligible for California's Paid Family Leave ("PFL"), which is administered by the State of California's Employment Development Department ("EDD"). Like SDI contributions, employee contributions to the PFL fund are deducted automatically from an employee's paycheck. The PFL fund is designed to provide employees who take an unpaid leave of absence from work with a wage supplement for up to six weeks within a rolling 12-month period.

To determine eligibility for PFL benefits, an employee must apply for PFL benefits through the EDD. PFL benefits apply to employees who take an unpaid leave of absence from work for one of the following reasons:

- The birth or placement of a child for adoption or foster care; or
- To care for an immediate family member (spouse, domestic partner, child, or parent) who is seriously ill and requires care.

Under the law, employee must provide certification to the EDD of the need for the leave. Employees applying for PFL benefits must also provide the appropriate certifications and notices required by STS for the specific leave that the employee wishes to take.

There is a seven (7) day waiting period before an eligible employee may receive PFL benefits. Employees must use available accrued vacation to a maximum of ten (10) days before receiving PFL benefits. After the waiting period, Employees may integrate the PFL wage supplement with any available sick leave or vacation benefits. The total amounts of the payments may not exceed 100% of an employee's regular wages. For further information, contact the Executive Director.

Employee time-off benefits do not accrue during a leave of absence unless otherwise required by law or applicable STS policies.

Pregnancy Disability Leave

STS recognizes that employees may be unable to work for temporary but extended periods of time due to pregnancy, childbirth, or related medical conditions ("Pregnancy-Disability"). Accordingly, for any employee who is disabled on account of pregnancy, childbirth, or related medical conditions, STS provides Pregnancy-Disability leave for the period of actual disability, up to a maximum of four months, in addition to any family care or medical leave to which the employee may be entitled.

Pregnancy-Disability leave may be taken intermittently, or on a reduced-hours schedule, as medically advisable. Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if she so requests and provides STS with medical certification from her healthcare provider.

In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated. Beyond disability leave, it is STS policy to provide reasonable time – up to six weeks – for baby bonding.

Substitution of Paid Leave

An employee taking Pregnancy Disability leave must substitute any accrued sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. Except to the extent that paid leave is substituted for Pregnancy-Disability leave, the Pregnancy-Disability leave will be unpaid. The substitution of paid leave for Pregnancy-Disability leave does not extend the total duration of the leave to which an employee is entitled. All payments will be integrated with any state disability; state paid family leave or other wage reimbursement benefits that you may receive. At no time will the employee receive a greater total payment than their regular compensation.

Effect on Benefits

Employees on Pregnancy-Disability leave will accrue employment benefits, such as sick leave, vacation leave, and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Employee benefits may be continued during the unpaid portion of the Pregnancy-Disability leave according to the provisions of STS' various employee benefit plans.

Notice and Certification Requirements

If the employee needs to take a pregnancy disability leave, they must provide STS with 30 days' advance notice if the need for the leave is foreseeable. If the leave is not foreseeable, they must provide advance notice as soon as practicable. In addition, they must provide STS with a health-care provider's statement certifying the last day that can be worked and the expected date of return.

Other Leave

Personal Leave without Pay

STS' policy is to grant a leave of absence without pay, only under exceptional circumstances. Leave without pay must have the prior approval of the Executive Director and will not be granted to exceed three months.

An employee granted leave without pay is required to first use all accumulated vacation time. No vacation or sick time will accrue when an employee is on leave without pay.

An employee returning from approved leave within three months will be returned to their same job unless, for business reasons, STS was unable to hold the job open or to fill it on a temporary basis because to do so would have resulted in an undue hardship on STS. Under these

circumstances, STS will offer an employee a substantially similar job, if one exists, and which the employee is qualified to perform.

The employee must notify STS direct supervisor and Executive Director a week prior to their expected return to work (or sooner) to verify the return date. Any employee, who fails to return at the conclusion of approved leave without pay, will be considered to have voluntarily resigned.

It is understood that employees on leave of absence will not obtain other employment or apply for unemployment insurance. Acceptance of other employment while on leave will be treated as a voluntary resignation from employment at STS.

Disability Leave

Disability leave is available to any employee whose physician certifies that the employee is temporarily disabled from performing his/her job because of an illness, injury, pregnancy and/or childbirth. Employees are required to use accrued sick time at the beginning of a disability leave. After accrued sick time is exhausted, employees may elect to use accrued vacation. Following use of such accruals, the remainder of the leave will be on an unpaid basis. Employees should promptly apply for State Disability Insurance benefits or Worker's Compensation Insurance benefits, whichever is applicable. Employees may also apply for long-term disability benefits.

Medical certification of disability must be submitted at or before the beginning of a disability leave and at least every 30 days of leave thereafter, stating the nature of the disability and the estimated date of return to work. Requests to extend an initial leave period must be accompanied by supporting documentation and be received by the supervisor at least two (2) working days prior to the previously estimated return date. An employee returning from a disability leave must give at least seven (7) days' advance notice to their supervisor that they will be returning to work and, upon or before returning to work, must submit to their supervisor a written release from the employee's physician.

- **Work-related Illness or Injury Leave**

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

- **Drug / Alcohol Rehabilitation Leave**

STS recognizes that drug and alcohol abuse is a serious medical problem and wishes to assist employees who recognize that they have a problem with drugs or alcohol that may interfere with their ability to perform their jobs in a satisfactory manner. Employees who have a problem with

drugs or alcohol and who decide to enroll voluntarily in a drug or alcohol rehabilitation program will be given unpaid time off to participate in the program, and STS will make reasonable efforts to keep this fact confidential. If an employee requests time off to participate in such a program, STS will also make reasonable efforts to keep confidential the fact that the employee enrolled in the program.

Certification of entry into a drug or alcohol rehabilitation program must be submitted at or before the leave of absence commences, attesting that the employee's participation precludes them from working, specifying the beginning and ending dates of the program and the estimated date of return to work. Requests to extend an initial leave period must be accompanied by supporting documentation and be received prior to the estimated return date. Employees returning from drug/alcohol rehabilitation leave will be returned to their same job unless, for business reasons, STS was unable to hold the job open or to fill it on a temporary basis because to do so would have resulted in undue hardship on STS. Upon returning from a drug/alcohol rehabilitation leave, the employee must present certification of their attendance.

Accrued sick time must be used at the beginning of such leave. Employee may elect to use accrued vacation time as part of this leave provided that employee gives advance notice of this election to Finance Department before the leave commences. If accrued vacation time is to be used, it shall be used at the beginning of the leave or immediately after any accrued sick time is exhausted. Following use of accrued time, the remainder of the leave will be on an unpaid basis and by pre-approval only.

Reinstatement

In most circumstances, upon submitting an acceptable health-care provider release to return to work, you will be offered the same position held at the time of the leave or an equivalent position. However, you will not be entitled to any greater right to reinstatement than if you had been employed continuously rather than on leave. For example, if you would have been laid off had you not gone on leave, and there is no equivalent position available, then you will not be entitled to reinstatement. Similarly, if your position is filled during the leave in order to avoid undermining STS Academy's ability to operate safely and efficiently, and there is no equivalent position available, and then reinstatement will be denied.

Jury Duty

Employees summoned for jury duty will be granted up to three days' unpaid leave per calendar year. Upon receiving a jury duty notice or subpoena, an employee must promptly furnish a copy to their supervisor.

Military Leave

STS complies with all state and federal laws regarding leaves of absence for military duty.

Note: The Family and Medical Leave Act (FMLA) does not apply based on staff size. STS will however make reasonable attempts to facilitate employee (unpaid) time off to care for a family member.

Insurance Programs

STS Academy offers no benefits at this time STS offers Medical and Dental Health Insurance for regular full-time Salaried employees. Eligible employees are required to pay a portion of their Health Insurance once a month.

State Disability Insurance (SDI)

SDI is required by the State of California and covers all employees. Employees, through payroll deduction, pay SDI premiums. Disability insurance is receivable when the employee cannot work because of illness, injury or other disability not caused by employment at STS or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. The SDI benefit is integrated with the employee's sick leave accrual.

Worker's Compensation Insurance

At organizational cost employees are protected by Worker's Compensation insurance while an employee at STS. The policy covers employees in case of occupational injury or illness.

Unemployment Insurance

STS contributes thousands of dollars each year to the Unemployment Insurance Fund on behalf of its employees. This insurance provides a continued level of income to employees who are separated from employment through no fault of their own and actively seeking other employment.

Social Security

Social Security is part of every employee's retirement program. STS contributes an amount equal to each employee's contribution up to a salary maximum stipulated by the federal government. Additionally, employees and STS equally contribute 1.45% of salary to the Social Security Medicare program.

DAY TO DAY OPERATING INFORMATION

MEETINGS

STS staff positions require attendance at various meetings, within and outside of the agency. Each staff member will be orientated by her/his supervisor as to the specific expectations of which meetings to attend and your role within. There will be occasional quarters when, because

of holidays or special occasions, the meeting will be rescheduled or cancelled. On these occasions you will be notified by email of that change and adequate notice will be given.

The following is a list of regularly scheduled STS meetings:

- **Board of Directors Meetings**

Board meetings are held on the 3rd Wednesday of every month (The location for this meeting may vary (Executive Director keeps a schedule). A light dinner begins at 11:45AM; the Board meeting begins at 12:00Noon; the meeting is adjourned at 1:00pm.

- **Program Manager Meetings**

(added) Program Manager meetings are held every Tuesday. The meetings are held in the Executive Directors Office and take place from 10:00a-11:00a. Each manager is responsible for providing report outs in the following categories:

- personnel (attendance, program attendance, staff updates/changes)
- facility &issues/change
- program updates.

- **All-Staff Meetings**

Staff meetings are generally announced in advance and held each quarter (March, June, August and December). Meeting locations are determined by the Executive Director. The March and August meetings take place from 9:00am to 11:00am. The June meeting is typically a mid-day staff Barbeque and the December meeting is typically a Dinner or Snack around Christmas.

Absences from attending All Staff meetings must have prior approval by the Executive Director and may only be for vacation, illness, emergency call out or a required court appearance. Doctor's appointments will not be considered for an excused absence except in cases of emergency needs.

FORMS

The following forms are to be signed and retained in HR file:

- Acknowledgment of Receipt of Personnel Policies
- Non-Harassment Policy
- Injury and Illness Prevention Program
- Receipt of Medical Insurance Information Acknowledgement
- Mandated Child Abuse Reporting Law Compliance Agreement
- Drug Free Workplace Agreement
- Pre-Employment Questionnaire
- Emergency Information/contact
- Transporting of Clients Policy Agreement

- Confidentiality Policy
- Staff
- Volunteers
- Contractors
- Employment Eligibility Verification
- W-4 Form
- Workers Compensation Insurance Physician Designation
- Orientation Checklist
- Equipment Sign-In
- Fingerprint Verification (filed separately)

The following are STS office forms – employees are to be knowledgeable and trained in their use:

- Timesheet
- Request for Leave/Overtime/Under-time
- Mileage Forms
- Payment Authorize Form
- Long Distance Call Sheet
- Incident Report
- Performance Review Forms
- Reimbursement Forms