



Employee Handbook

Chinatown Community Development Center



Chinatown Community
Development Center
華協中心

Revised: March 1, 2026

TABLE OF CONTENTS

INTRODUCTION	4	BENEFITS	33
Purpose of Handbook.....	4	Benefits Eligibility.....	33
Mission and Values.....	4	Holidays.....	34
Levels of Responsibility.....	5	Insurance Benefits.....	35
At-Will Employment Status.....	5	Paid Family Leave.....	35
Equal Employment Opportunity.....	5	External Employee Education.....	36
Anti-Harassment	6	Employee Literacy Assistance.....	36
Anti-Bullying	8	Lactation Policy.....	36
Whistleblower Protection	11	California State Disability Insurance	37
HIRING AND POSITION STATUS	12	Unemployment Insurance Compensation.....	37
Job Duties	12	MANAGEMENT.....	38
Position Status	12	Employee Property and Privacy Policy.....	38
Bridging of Time.....	13	Personal Information	38
LEAVES OF ABSENCE.....	14	Grievance Policy and Procedure.....	38
Sick Leave.....	14	Performance Reviews	39
Vacation.....	16	Workplace Privacy	40
Sabbatical.....	17	ORGANIZATION PROPERTY	40
Leaves of Absence	18	Social Media.....	40
Family/Medical Leave	19	Employer Property.....	40
Pregnancy Disability Leave	23	Guests and Visitors.....	42
Reproductive Loss Leave.....	26	Housekeeping	42
Workers' Compensation.....	26	Off-Duty Use of Facilities	42
Jury Duty and Witness Leave.....	26	Personal Use of Organization Cell Phone.....	42
Personal Leave	27	EMPLOYEE CONDUCT	42
ADA Medical Leave	28	Standards of Conduct	42
Bereavement Leave	29	Prohibited Conduct.....	43
Time Off for Voting	30	Punctuality and Attendance.....	44
School Activities	30	Confidentiality	45
Domestic Violence Leave to Attend Court Proceedings.....	30	No Solicitation or Distribution by Employees	46
Victims of Domestic Violence, Sexual Assault, Stalking, Other Crime or Abuse Leave to Obtain Medical Treatment	31	Relations With The People We Serve.....	46
Organ and Bone Marrow Donor Leave.....	32	Conflicts of Interest.....	46
Military Leave	32	Other Employment.....	47
Military Spouse Leave	33	Dress Code and Other Personal Standards.....	48
Volunteer Civil Service Personnel	33	Gifts	48
Civil Air Patrol Leave	33	News Media Contacts.....	49
		Drugs and Alcohol Policy.....	49
		Driving.....	51

Political and Religious Activities.....	52	SAFETY AND HEALTH	60
Bring Your Own Device (BYOD).....	53	Health and Safety.....	60
WAGES	55	Ergonomics.....	61
Advances	55	Heat Illness	61
Expense Accounts	56	Recreational Activities and Programs.....	61
Reporting Time and Call-Back Pay	56	Security	61
Flex Time	56	Workplace Violence	62
Meal and Rest Periods for Nonexempt Employees.....	57	TERMINATION	63
Overtime for Nonexempt Employees.....	58	Employee References	63
Pay for Mandatory Meetings/Training.....	58	Involuntary Termination and Progressive Discipline	63
Payment of Wages	59	Voluntary Resignation.....	63
Timekeeping Requirements	59	Reductions in Force.....	64
Work Schedules	59	CONFIRMATION OF RECEIPT	65
Travel for Work Related Activities/Events.....	60		

INTRODUCTION

Purpose of Handbook

This handbook contains the employment policies and practices of Chinatown Community Development Center ("Chinatown CDC", "CCDC", or the "Organization") in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

This handbook outlines the terms and conditions of employment of all employees and supervisors. Employees are to familiarize themselves with their responsibilities, Chinatown CDC's expectations, programs, services, and benefits. Chinatown CDC is committed to establishing clear work rules that are applied consistently and fairly to all employees. The policies, rules, and procedures aim to create an environment that maximizes employee potential and encourage professional development. Management is responsible for consistent and impartial administration of these guidelines. This manual provides general guidelines. Chinatown CDC and its managers will also be guided by prudent and modern personnel management and administration practices that are consistent with these personnel policies, rules and procedures. These guidelines are not intended to create, nor be construed to constitute, a contract of employment for a definite term. Employment at Chinatown CDC is terminable at will, with or without cause or prior notice.

Chinatown CDC reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules or benefits stated in this handbook at any time. The exception to this is for the policy of at-will employment, which cannot be changed except in written employment agreement signed by the Chief Executive Officer of Chinatown CDC. Any written changes to this handbook will be distributed to all employees. Contact Human Resources if you have any questions about this handbook.

Mission and Values

The mission of Chinatown Community Development Center is to build community and enhance the quality of life for San Francisco residents. We are a place-based community development organization serving primarily the Chinatown neighborhood, and also serve other areas including North Beach and the Tenderloin. We are a community development organization with many roles - as neighborhood advocates, organizers and planners, and as developers and managers of affordable housing.

We believe in a comprehensive vision of community, a quality environment, a healthy neighborhood economy, and active voluntary associations. We are committed to the empowerment of low-income residents, diversity and coalition building, and social and economic justice.

The values of respect, compassion, empowerment, and teamwork represent the core principles we stand for and believe in at Chinatown CDC. Ours is a place-based organization that treats each person

with compassion and respect. We build a powerful coalition of advocates and supporters who contribute their own voices in the community. We strengthen community through teamwork and encourage people to learn, and to share ideas and knowledge across all communities and within Chinatown CDC.

Levels of Responsibility

The Board of Directors. The Chinatown CDC Board of Directors holds ultimate legal responsibility and authority for all programs and services offered by the organization. Individual Board members have no authority to direct or reprimand any employee or otherwise become involved in personnel matters, except through the Chief Executive Officer and a convened quorum of the Board of Directors.

The Chief Executive Officer. The Chief Executive Officer of Chinatown CDC is employed by and responsible to the Board of Directors. They are responsible for administering the operations, programs, and services of Chinatown CDC.

Director of Human Resources. The Director of Human Resources provides counsel, advice and, through departmental staff, administers personnel services, informational resources, and refers questions or problems to the appropriate source for resolution.

At-Will Employment Status

Chinatown CDC employees are employed on an at-will basis. Employment at-will means that the employment relationship has no specified duration and may be terminated, with or without cause and/or with or without advance notice at any time by the employee or the Organization.

The voluntary nature of the at-will employment relationship may not be changed except by a separate written agreement specifically entered into for such purpose and signed by the Chief Executive Officer of Chinatown Community Development Center.

Equal Employment Opportunity

Chinatown CDC is an equal opportunity employer and committed to compliance with applicable laws providing equal employment opportunities to all applicants and employees. Organization policy prohibits discrimination based on race, religion (including religious dress and grooming practices), color, sex/gender (including pregnancy, childbirth, breastfeeding, and medical conditions related to pregnancy, childbirth or breastfeeding), sex stereotype, gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry/ethnicity (including language use restrictions, if any), physical or mental disability (including HIV and AIDS), medical condition (including cancer and genetic

information/characteristics), marital status/registered domestic partner status, age (40 and over), reproductive health decision-making, military or veteran status, or the intersectionality of any of these protected characteristics and any other basis protected by federal, state, or local law or ordinance or regulation. It is the responsibility of every manager and employee to support an equal opportunity environment.

Any applicant or employee who requires an accommodation should contact Human Resources. The Organization will make accommodations that are reasonable and will not impose an undue hardship to Chinatown CDC.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Chinatown CDC is not obligated to disclose the wages of other employees except when disclosure is required by law.

Any Chinatown CDC applicant or employee having questions or complaints concerning any form of unlawful discrimination should direct those questions or complaints to their supervisor or the Director of Human Resources, who will provide them with appropriate information as to recourse. Any form of retaliation for reporting discrimination or participating in any workplace investigation or complaint process is illegal and will not be tolerated. Retaliation will be disciplined, up to and including termination.

Chinatown CDC has an on-going commitment to Affirmative Action and is committed to making a good faith effort toward achieving those objectives.

Chinatown CDC further adheres to all local ordinances, including but not limited to, the San Francisco Fair Chance Ordinance, which is posted in the breakroom of each worksite.

Anti-Harassment

Chinatown CDC is committed to providing a work environment free of harassment. Organization policy prohibits such conduct that is based on any Protected Status listed above. It also prohibits harassment based on the perception that anyone has any Protected Status, or is associated with a person who has or is perceived as having any Protected Status. All such conduct violates Organization policy and employees found in violation can be disciplined, up to and including termination.

Chinatown CDC's anti-harassment policy applies to all persons involved in the operation of the Organization and prohibits harassment by any employee or volunteer of the Organization, including supervisors and managers, vendors, customers, independent contractors and any other persons. It also prohibits such behavior that's based on the perception that anyone has any of the above listed characteristics or is associated with a person who has, or is perceived as having, any of those characteristics.

Harassment Based on Protected Status Defined. "Harassment" as used in this policy is defined as disrespectful or unprofessional conduct based on a Protected Status listed above. Harassment can be: verbal (for e.g., slurs, jokes, insults, epithets, or teasing); visual (such as gestures, the posting or distribution of offensive posters, symbols, cartoons, drawings, computer or electronic displays, or emails); or physical (for instance, acts of violence, blocking someone's way, physical contact in an unwelcome manner, etc.).

Sexual Harassment Defined. The law defines "Sexual Harassment" as unwelcome sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, regardless of either person's sexual orientation or gender identity; harassment based on gender identity, gender expression or sexual orientation; conduct of a sexual nature which creates an offensive and hostile work environment; coerced sexual conduct by a person in a position of power in the workplace; and harassment based on pregnancy, childbirth, breastfeeding or related medical condition. Sexually harassing conduct need not be based on sexual desire.

"Unwelcome" conduct means that an individual did not invite the conduct, does not like, and/or does not want the conduct at issue. This may include situations that began as mutually reciprocal relationships that later ceased to be reciprocal.

Behavior may be appropriate in a social setting that is inappropriate in the workplace. Examples of prohibited conduct include:

- Verbal: Sexual innuendo, sexually suggestive comments, jokes of a sexual nature, sexual advances or propositions, offers of employment benefits in exchange for sexual favors, threatened or actual reprisals after a negative response to sexual advances, graphic commentaries about a person's body, teasing, slurs, insults or epithets.
- Non-verbal: Leering, obscene gestures, sexually suggestive objects or pictures, cartoons, posters, computer displays, suggestive or insulting sounds, suggestive or obscene emails, texts, notes or letters.
- Physical: Physical contact of a sexual nature, including sexually suggestive or offensive touching, impeding or blocking movements, brushing up against the body.

Sexual Harassment is generally categorized in two types: 1) "quid pro quo" (i.e., this for that) where submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment, and/or the submission or rejection of the sexual conduct by an individual is made the basis for an employment decision affecting the individual; and 2) "hostile work environment" where the harassing conduct unreasonably interferes with an individual's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Sexual Harassment may occur even if the offensive conduct was not aimed directly at the person making the complaint. See examples listed above.

The Sexual Harassment must in general be severe or pervasive to violate the law, i.e., the Sexual Harassment alters the conditions of employment and creates an abusive work environment. A single

act of Sexual Harassment may be sufficiently severe to be unlawful. In California, even if not severe or pervasive, Sexual Harassment is also unlawful if it disrupts the individual's emotional tranquility in the workplace, affects the individual's ability to perform the job as usual (i.e., makes it more difficult to do the job), or otherwise interferes with and undermines the individual's personal sense of well-being. Further, even if the complained about Sexual Harassment is not unlawful, the misconduct may violate our Sexual Harassment Avoidance Policy as to warrant discipline up to immediate termination.

Anti-Bullying

CCDC does not tolerate "bullying" or other abusive conduct. "Bullying" under this policy includes threatening, humiliating, or intimidating conduct; interfering with or "sabotaging" another's work; and verbal abuse.

Examples of conduct that may be prohibited by this policy include:

- Mocking, ridiculing, name-calling
- Yelling, shouting, screaming
- Glares, staring, and other intimidating gestures
- Deliberately excluding or isolating a person
- Damage to a person's work area or property
- Deliberately ignoring or interrupting a person
- Spreading rumors or malicious gossiping
- Withholding information or resources
- Deliberately taking credit for another person's ideas
- Unwanted physical contact or invasion of personal space

Anyone who violates this policy may be subject to disciplinary action up to immediate termination of employment.

If an employee experiences or witnesses conduct the employee believe violates this policy, they should report it immediately to their supervisor or Human Resources so CCDC can take appropriate steps to investigate and address the situation. CCDC prohibits retaliation for reporting in good faith a perceived violation of this policy, or participating in an investigation of such a complaint. If the employee believes someone has violated this policy against retaliation, they should report it immediately to their supervisor or Human Resources.

Policy Prohibiting Retaliation. "Retaliation" as used in this policy is defined as any adverse employment action taken against an employee, contractor, or volunteer because the employee, contractor, or volunteer engaged in activity protected under this policy. CCDC prohibits Retaliation

against employees, contractors, or volunteers (and employees, contractors, or volunteers will not be exposed to Retaliation) for engaging in protected activity.

“Protected Activities” include but are not limited to reporting or assisting in reporting suspected violations of policies or laws prohibiting Discrimination, Harassment or Retaliation, or participating in any workplace investigation into suspected Discrimination, Harassment, or Retaliation. More specifically, this policy protects an employee, contractor, or volunteer who in good faith opposes or reports harassment, discrimination or retaliation, or for otherwise in good faith participating in processes connected with any related investigation, regardless of whether the complaint relates to the complaining person or someone else, and whether the investigation was conducted internally or by an external government agency.

“Adverse Employment Action” is conduct or action that materially affects the terms and conditions of employment (or a contractor or volunteer’s work), or is reasonably likely to deter the employee, contractor, or volunteer from engaging in Protected Activity. Even actions that do not result in direct loss of compensation may be regarded as Adverse Employment Action depending on the totality of circumstances. Examples of Adverse Employment Action include but are not limited to demotion, suspension, reduction in pay, denial of a pay increase, failure or refusal to promote, denial of training or other work opportunities, and not talking to (i.e., giving the cold-shoulder to) or otherwise excluding the individual from work-related discussions and activities.

CCDC will take disciplinary action up to and including the immediate termination of any employee who retaliates (i.e., takes Adverse Employment Action) against another employee, contractor, or volunteer for engaging in any Protected Activities.

Training Requirements. Every two years, all managers and supervisory employees must attend two hours of Harassment (including Sexual Harassment) Avoidance and Anti-Bullying Training (“Training”) aimed at increasing their understanding of, and preventing workplace harassment based on any Protected Status or Protected Activity, and to support a culture of mutual respect in our workplace. Newly hired or promoted managers and supervisors must attend Training within six months of hire or promotion. Specific components of such Training will include how to promptly and effectively respond to Sexual Harassment when it occurs, the effects of Bullying in the workplace, and ways to appropriately intervene if one sees or hears behavior that may amount to Discrimination, Harassment (including Sexual Harassment), or Retaliation. The training will be provided by trainers who, in addition to the requirements set forth in 2 Cal. Code of Regulations 11024, have the ability through training or experience to train managers and supervisors on how to identify, investigate, report, and respond to Harassment, Discrimination, and Retaliation in the workplace or in a work setting off site.

In addition, every two years, all non-manager and non-supervisory employees must attend one hour of training regarding the prevention of Sexual Harassment, including harassment based on gender identity, gender expression, and sexual orientation. Newly hired employees must attend such training within six months of hire.

For further information, the California Civil Rights Department's online training on prevention of sexual harassment and abusive conduct in the workplace is available at <https://calcivilrights.ca.gov>

Internal Complaint and Investigation Procedure. If an employee, contractor, or volunteer believes that they have been the subject of harassment or other prohibited conduct, they should bring their complaint to any supervisor, next level supervisor, the Director of Human Resources as soon as possible after the incident. The complaint may be verbal or written, and no particular words or form are required. The Complainant will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. Supervisors and managers must refer all complaints involving harassment or other prohibited conduct to the Director of Human Resources, or Senior Management personnel.

(Although the Complainant is not required to do so, if the Complainant feels comfortable in doing so, Complainant may also tell the offending individual that the behavior at issue is offensive, and to stop such behavior.) If a complaint involves Complainant's supervisor or manager, or if Complainant feels uncomfortable reporting the harassment to these individuals, then immediately report the Discrimination, Harassment or Retaliation directly to the Director of Human Resources.

The complaint will be designated as confidential, to the extent possible (i.e., the complaint will be handled as confidential, consistent with a fair and complete investigation). More specifically, the complaint will be promptly investigated in a discreet manner with information disclosed only on a need-to-know basis, and in a fair, impartial, timely and thorough manner. Even absent a formal complaint and/or in the case of our receipt of an anonymous complaint, CCDC must investigate where CCDC has reason to believe that Discrimination, Harassment or Retaliation may have occurred. Moreover, even where a Complainant requests to withdraw a complaint, CCDC may continue to investigate to ensure that the workplace is free from Discrimination, Harassment, or Retaliation. The particular steps and methods used in the investigation will depend on the circumstances.

The investigation will be conducted by a qualified person. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All parties and witnesses must cooperate fully in the investigation. This includes maintaining an appropriate level of confidentiality regarding the investigation while the investigation is pending – the requirement to maintain confidentiality regarding the investigation ends upon completion of the investigation (CCDC will notify the parties and witnesses when the investigation is completed).

All parties involved will be afforded appropriate due process. The investigator will reach reasonable conclusions based on the evidence collected. CCDC will create and maintain documentation and tracking for reasonable progress.

Appropriate options for remedial actions and resolutions will be considered. If the investigation finds that misconduct occurred, then appropriate remedial steps shall be taken, including disciplinary action, to stop any offensive or inappropriate behavior. The results of the investigation, as well as any actions taken against the alleged harasser, will be timely communicated to Complainant, and the investigation will be closed in a timely manner. CCDC takes complaints about Discrimination,

Harassment (including Sexual Harassment), and Retaliation very seriously and CCDC wants the opportunity to resolve any problems. We encourage employees, contractors, or volunteers to use our internal complaint procedures if such issues arise.

External Complaint Process. If the internal complaint process does not resolve the problem, or Complainant is reluctant to use the internal process, they can file a complaint with the federal Equal Employment Opportunity Commission (see www.eeoc.gov/employees for more information) or the California Civil Rights Department (CRD). Complainant may file a complaint with the CRD within three (3) years of the last act of discrimination, harassment, or retaliation. The CRD has offices throughout California that are listed on the agency's website at www.dfeh.ca.gov. The CRD website also has additional information about sexual harassment in its brochure "DFEH-185." The CRD will conduct an investigation and attempt to resolve the dispute. If the CRD finds sufficient evidence of discrimination, harassment including sexual harassment, or retaliation has occurred, and settlement efforts fail, the matter may go to a public hearing before the Civil Rights Council, or the CRD may file a civil complaint in state or federal court on behalf of the Complainant. Possible remedies include reinstatement, back pay, promotion, changes in company policies and procedures, emotional distress damages, punitive damages, attorney's fees and costs, and fines if Complainant prevails. A Complainant may also pursue the matter through a private lawsuit in civil court after a complaint has been filed with the CRD and a Right-to-Sue Notice has been issued.

If you have any questions about Discrimination, Harassment (including Sexual Harassment), and/or Retaliation that were not answered by the above policies and procedures, please feel free to contact Human Resources.

Whistleblower Protection

A whistleblower as defined by this policy is an employee of Chinatown CDC who reports an activity that they consider to be illegal or fraudulent to their supervisor, the Director of Human Resources, or any department director. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Illegal or fraudulent activities are those that violate federal, state or local laws.

If an employee has knowledge of or a concern of illegal or fraudulent activity, the employee is to contact their immediate supervisor, the Director of Human Resources, or any department director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing, or knowingly withholds information relevant in determining the validity of such complaints, will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However,

the whistleblower's identity may have to be disclosed to conduct a thorough investigation, to comply with the law and/or to provide accused individuals their legal rights of defense. Chinatown CDC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and fraudulent activities will be promptly submitted to the Director of Human Resources, who is responsible for investigating and coordinating corrective action. Additionally, Chinatown CDC has implemented a Whistleblower hotline, monitored by an external entity, to ensure the efficacy of the whistleblower program and its investigative integrity. The hotline may be reached at: 415-357-2094.

Employees with any questions regarding this policy should contact Human Resources.

❖ **HIRING AND POSITION STATUS**

Job Duties

Within the first week of employment, Human Resources will provide a new hire orientation to complete new hire paperwork and review Chinatown CDC policies. During the first 30 days of employment, the employee's supervisor will explain the job responsibilities and the performance standards expected of the employee. The employee's job responsibilities may change at any time during their employment. From time to time, employees may be asked to work on special projects, or to assist with other work necessary or important to the operation of their department or Chinatown CDC. Employees' cooperation and assistance in performing such additional work is expected.

Chinatown CDC 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.

Position Status

Introductory Period. During the introductory period, employment remains at-will. The first 90 days of the employee's employment are an Introductory Period, designed for the employee to become familiar with the Organization and learn their job, and for their supervisor to work more closely with the employee and evaluate their performance. Introductory Period's may be extended in order to continue monitoring performance and is under the sole discretion of CCDC. Since positions are at-will, completion of the Introductory Period is not an assurance of continued employment.

Regular Employees. Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time. Temporary employees are not considered regular employees.

Temporary Employees. Temporary employees are those employed for a limited duration or for a short-term assignment, such as special projects, temporary increased workload, or emergencies. Short-term assignments generally are periods of three months or less; however, such assignments may be extended. Temporary employees are not eligible for benefits except those mandated by applicable law.

In the event that a temporary employee is subsequently hired as a regular employee, benefits shall begin accruing as of the date of hire as a regular employee. However, temporary employees who have worked at least 20 hours per week in the temporary classification will have all time worked counted towards the waiting period for insurance benefits. Therefore, temporary employees who have worked at least three months at 20 hours or more per week will become eligible for insurance benefits the first of the month following their reclassification.

Full-Time Employees. Full-time employees are those who are regularly scheduled for and work 40 hours per week.

Part-Time Employees. Part-time employees are those who are regularly scheduled for and work fewer than 40 hours per week.

Nonexempt Employees. Nonexempt positions include all hourly employees that are covered by the overtime provisions of the Federal Fair Labor Standards Act and the California Labor Code.

Exempt Employees. Exempt employees are all salaried employees who are classified as exempt from overtime provisions by the Federal Fair Labor Standards Act and the California Labor Code. Such employees include those who qualify as exempt administrative, professional, or executive employees.

Inactive Status. Eligible employees who are on an approved leave of absence, whether work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed in unpaid inactive status. Unless health benefits extension is covered by state or federal law, benefits will terminate according to the organization's or insurance carrier's policy. Contact Human Resources for more information.

Bridging of Time

Rehire. Regular employees who are rehired within 30 calendar days and have separated their employment with Chinatown CDC in good standing will be reinstated to their original hire date and benefit eligibility.

If the employee is rehired after 30 calendar days, the person is considered a new employee. Health insurance eligibility is the same as for new hires.

Previous Employment. Chinatown CDC will give credit to employees who were previously employed by the Organization as a benefits-eligible regular employee, provided the break in service does not exceed four years. Employees whose break in service is less than four years will be credited the entire length of the previous employment as a benefits-eligible regular employee. Previous length of employment will be applied towards vacation accrual, the service recognition program, and 403b matching. For sick, see Sick Leave policy.

Employees whose break in service is more than four years will not be credited for any previous employment.

❖ LEAVES OF ABSENCE

Sick Leave

Purpose. Sick leave is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Time off for medical, dental, and vision appointments will be treated as sick leave. Chinatown CDC will not tolerate abuse or misuse of the sick leave privilege and may withhold sick pay if it suspects that sick leave has been misused or proceed with disciplinary action.

Eligibility. Sick pay is available to regular employees who are absent because of personal illness, accident, disability, or medical treatment, including visits to a doctor or dentist, or who are a victim of domestic violence, sexual assault, or stalking (as legally defined). Sick pay is available to other employees as required by law.

Supervisors must notify Human Resources if an employee is out sick for more than three consecutive work days or are out sick on a regular intermittent basis to determine whether or not the employee qualifies for a leave of absence. A leave of absence assessment may be a condition of receiving sick leave benefits.

Accrual. Regular full-time employees earn sick time at the rate of 12 days for each year of employment. Regular part-time employees scheduled to work a minimum of 20 hours per week will earn sick time at the same rate but on a pro-rated basis. Regular part-time employees who work less than 20 hours per week and temporary employees will accrue one hour of sick leave for every 30 hours worked. Sick time begins to accrue immediately, though may not be taken for the first 90 days of employment. Sick time does not accrue when an employee is on a leave of absence.

Sick Pay Limit. Employees may accrue a maximum of 45 days (360 hours for full-time employees; pro-rated for part-time employees) of accumulated sick leave. Once the employee has accrued this limit, no additional sick time will accrue until sick time is taken and the balance is reduced below the limit.

Use of Sick Pay. Sick leave may be used for the employee's personal illness or emergency. It may also be used for illness or emergency in the case of the employee's immediate family. Immediate family shall be defined as the parent, spouse, domestic partner, child, stepchild, siblings, grandparents, parent in-law of the employee, or the child or parent of the employee's domestic partner, or a designated person identified by the employee.

Paid leave may not be taken until it has actually accrued. Any approved sick leave before the employee has accrued paid sick time will be unpaid.

Chinatown CDC may require a satisfactory statement of a physician whenever an employee misses work due to an illness, injury or disability. When requested, such verifications and releases may be a condition of receiving sick leave benefits or returning to work.

On days when nonexempt employees are ill for part of the day or attending a medical appointment on a day they are also working, sick pay and regular pay may be combined for a total of no more than eight hours, or the employee's regularly scheduled shift, per day.

On days when exempt employees are ill for part of the day or attending a medical appointment on a day they are also working, exempt employees should take and record their paid sick time off in a minimum increment of one hour.

Chinatown CDC is concerned for the well-being of its employees. We understand that occasional use of sick pay as time to recover or rest from an unusually stressful period of time in the employee's job may be warranted. In these instances, the employee should inform their supervisor in advance of their absence, if possible. Absenteeism of this nature that interferes with the employee's work performance or is determined to be excessive may lead to disciplinary action.

Use of Paid Sick Leave Before Unpaid Leave. Employees have the option to use their accrued and unused paid sick leave to be paid during an otherwise unpaid leave, for instance, Unpaid Family and Medical Leave (under both state and federal law).

Paid Sick Leave and Workers' Compensation Benefits. Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When the employee reports a work-related illness or injury, the employee will be sent for medical treatment, if treatment is necessary. The employee will be paid their regular wages for the time they spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid

as time worked. If the employee has accrued and unused sick leave, the additional absences from work will be paid with the use of sick leave.

If the employee does not have accrued, paid sick leave, or if the employee has used all of their sick leave, the employee may choose to substitute vacation/paid time off for further absences from work, related to their illness or injury.

If The Employee Ends Employment. Upon separation of employment the employee will receive no compensation for unused sick pay. If the employee is re-hired within one year from the date of separation, previously accrued and unused paid sick leave will be reinstated and may be used upon returning to work.

Vacation

Eligibility. Regular employees who are regularly scheduled to work a minimum of 20 hours per week begin accruing vacation when active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or separation of employment.

Accrual may also begin upon the first day an employee changes status from a benefits-ineligible to benefits-eligible position. Temporary employees are ineligible for paid vacation.

Accrual Rate. Vacation time shall accrue based on the following annual accrual rate for full-time employees:

<u>Status</u>	<u>Length of Employment</u>	<u>Annual Accrual Rate</u>	<u>Vacation Accrual Limit</u>
Nonexempt	Up to 3 years	12 days/96 hours	24 days/192 hours
	At 3 years	17 days/136 hours	34 days/272 hours
	At 5 years	22 days/176 hours	44 days/352 hours
Exempt	Up to 3 years	17 days/136 hours	34 days/272 hours
	At 3 years	22 days/176 hours	44 days/352 hours
	At 5 years	27 days/216 hours	54 days/432 hours

Regular part-time employees scheduled to work a minimum of 20 hours per week will earn vacation time at the same rate but on a pro-rated basis. Exempt employees accrue an additional five days of vacation per year because they are not eligible for overtime pay.

Vacation Accrual Limit. Because Chinatown CDC feels that time away from work is important for all employees, it does not offer vacation pay in lieu of vacation days during an employee's employment. Unused vacation benefits may be carried forward from one year to the next. However, the employee may accrue only up to twice their annual accrual rate. Once the employee has accrued this limit, no

additional vacation will accrue until the employee uses some of the accrued vacation and reduces the balance below the limit.

Scheduling of Vacation. Vacation requests should be submitted via the electronic timesheet system to the employee's supervisor at least two weeks prior to the date the employee wants to leave. Vacation time may not be used during the first 90 days of employment except for unusual or unexpected circumstances. Vacation requests prior to 90 days of employment require written approval from the immediate supervisor and Director of Human Resources.

While every attempt is made to allow employees to take time off at their requested time, there may be situations where, due to business necessity, the employee's request may not be granted. Chinatown CDC's schedule determines permissible vacation periods, which employees may need to defer or otherwise adjust accordingly.

Nonexempt employees may take vacation time-off in 15-minute increments. Exempt employees may take vacation time-off in hourly increments.

The employee (not the employee's supervisor) is responsible for ensuring that they have enough vacation time accrued to cover the time off requested. If the vacation time requested and taken exceed actual accrued time, the excess time will be treated as a personal leave without pay.

If The Employee Ends Employment. Upon separation of employment, or if the employee changes from a benefits-eligible position to a benefits-ineligible position, the employee will be paid for accrued unused vacation time at their current salary.

Sabbatical

Purpose. The Sabbatical program is intended to support the retention of experienced employees. The Sabbatical may be granted at the discretion of Chinatown CDC to an eligible employee.

Eligibility. A regular full-time employee with 5 years of regular full-time, active employment (i.e., periods of non-regular, part-time, and/or inactive employment will not count towards eligibility), may take an unpaid Sabbatical for up to 1 month. Employees who have been with Chinatown CDC for 10 or more years of regular full-time, active employment may take up to 3 months. The Sabbatical must be taken at one time and not on an intermittent basis, and can be requested every 10 years of employment.

Request for Leave. Requests for Sabbatical must be submitted in writing 30 days prior to the date of the leave to the employee's supervisor and the Director of Human Resources for approval.

Time Off Benefits. For benefits eligible employees, time-off benefits such as vacation and sick pay cease accruing on the first date of Sabbatical and do not accrue during the period of absence.

Additionally, an employee on Sabbatical is not eligible for holiday pay if a holiday falls within the period of absence.

Health Insurance. Chinatown CDC will continue to cover health and life insurance premiums normally carried by the organization during the length of the approved leave.

Returning from a Sabbatical. When an employee takes a Sabbatical, effort will be made to hold the employee's position open for the period of the approved Sabbatical. Due to business necessity, however, there may be times when positions cannot be held open. Accordingly, it is not possible to guarantee reinstatement except as required by law. If an employee's former position is unavailable upon a timely return from an approved leave, effort will be made to place the employee in a comparable position for which the employee is qualified.

Leaves of Absence

Eligibility. An employee may request a leave of absence if they meet the eligibility requirements. Leaves of absence for work-related disabilities, pregnancy disability, jury or witness duty, military duty, or any other leave required by state or federal law will be granted to employees as required by those regulations. Temporary employees can contact the Director of Human Resources regarding which leaves they are eligible for.

Chinatown CDC seriously considers all requests for leaves of absence. Subject to applicable legal restrictions, various factors such as length of service, workload, business needs, job performance, and reason for the request will be taken into account when determining whether to grant a leave.

The employee's leave begins on the first regular work day that the employee is scheduled to be away, and ends on the first day the employee returns to work.

Extending a Leave. A leave may be extended for a reasonable period of time due to special circumstances as determined on an individual basis, and based on the needs of Chinatown CDC. Requests for extension of a leave must be submitted in writing and approved in writing by the Director of Human Resources before the original leave expires.

Returning from a Leave of Absence. When an employee is placed on a leave of absence, effort will be made to hold the employee's position open for the period of the approved leave. Due to business reasons, however, there may be times when positions cannot be held open. Accordingly, it is not possible to guarantee reinstatement except as required by law. If an employee's former position is unavailable upon a timely return from an approved leave, effort will be made to place the employee in a comparable position for which the employee is qualified.

Requests to return early from a leave must be approved by the employer's supervisor and the Director of Human Resources. A physician's statement of fitness for duty may be required if the employee is on a medical care or pregnancy disability leave.

If a return-to-work date was not previously determined, it is the employee's responsibility to notify their supervisor of when the employee can return. An employee who fails to return to work at the expiration of a leave and has not obtained an extension of the leave prior to its expiration, will be considered to have voluntarily terminated his/her employment.

Employee Status. Employees will retain their employee (albeit inactive) status during the period of leave and will not lose credit for service prior to the commencement of the leave. Additionally, the absence will not be considered a break in service when determining length of service, but will be considered a break for the purposes of conducting Performance Reviews.

Organization Holidays. Benefits-eligible employees are ineligible for holiday pay for any organization holiday which falls during their leave.

Family/Medical Leave

Purpose. Provide leave for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's family member, i.e., spouse, registered domestic partner, child, parent, or parent-in-law, grandparent, grandchild, or a designated person (an individual identified by the employee who is related by blood or whose association with the employee is equivalent to a family relationship) who has a serious health condition; or
- To care for the employee's own serious health condition that makes the employee unable to perform their job.

FMLA Leave to Care For Members of the Armed Forces. An employee who is the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces may take up to 26 workweeks of leave in a single 12-month period to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty. (Note: An employee eligible for CA CFRA but ineligible for federal FMLA may be ineligible for this 26-week leave.)

FMLA Qualifying Exigency Leave. Eligible employees with a covered military member serving in the Armed Forces may use up to 12 weeks of FMLA leave for "any qualifying exigency" arising out of a covered military member on active duty or called to active duty status in support of a contingency operation. A "qualifying exigency" includes short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and any additional activities agreed to by the employer and the employee.

Eligibility. All employees who have worked for Chinatown CDC for more than 12 months, at least 1,250 hours during the previous 12-month period before the need for leave.

Misrepresentation. Misrepresentation of reasons for applying for a leave of absence may result in disciplinary action, up to and including termination of employment.

Request for Leave. In cases where the situation is foreseeable, requests for a family care leave of absence must be submitted in writing 30 days prior to the effective date of the leave to the employee's supervisor, with a copy to Human Resources. Requests must be approved in writing by the employee's supervisor and the Director of Human Resources before the leave begins, whenever possible.

If the employee cannot provide 30 days' notice, the Organization must be informed as soon as is practical.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Organization at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to Organization operations. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

Documentation. Along with the employee's written request for leave to care for themselves or for a family member with a serious illness, the employee will be required to support the request with a certification issued by a health care provider.

If an extension is requested to continue caring for a family member with a serious health illness, the employee may be asked to submit another certification issued by a health care provider.

Chinatown CDC requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. Chinatown CDC may require recertification from the health care provider if additional leave is required.

Chinatown CDC will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Length of Leave. State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period. For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, Chinatown CDC uses a rolling back 12-month period measured backward from the date of any FMLA leave usage.

The employee may request family care leave one or more times within the calendar year, however, the total sum of time absent must not exceed twelve weeks. If there is a need to be absent on an on-going basis for medical treatments, appointments should be scheduled as to minimize disruptions to work operations.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled up to 12 weeks of family and medical leave in the designated 12-month period.

However, leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, they may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, Chinatown CDC will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

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

Intermittent Leave. Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

Time Off Benefits. Benefits eligible employees on unpaid Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue time-off benefits such as vacation and sick pay during the unpaid leave. Additionally, an employee on leave is not eligible for holiday pay if a holiday falls within the leave period.

Use of Sick Pay. Accrued sick leave may be used during unpaid Family and Medical Leave Act/California Family Rights Act leave. After sick pay is exhausted, the remainder of the leave is unpaid.

Paid leave **may be** substituted for unpaid leave in the following circumstances:

- Accrued sick leave may be used by the employee for the employee's own serious health condition to supplement any wage replacement benefits so that the employee receives 100% of their wages.
- Accrued sick leave may be used for the care of a family member if mutually agreed upon by the Organization and the employee.
- Accrued vacation may be used for any family/medical leave qualifying event.

403(b) Plan. If accrued time-off benefits such as vacation or sick pay is used to provide the employee income while on leave, the employee's voluntary contributions and Chinatown CDC matches for which the employee is eligible will continue to be contributed during the employee's absence. Any Chinatown CDC contributions will continue as long as plan requirements are met.

Health Insurance. An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

Chinatown CDC will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under Family and Medical Leave Act (for pregnancy disability leaves) or under the Family and Medical Leave Act/California Family Rights Act (for all other family care and medical leaves). In some instances, the Organization may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through Chinatown CDC in conjunction with the federal COBRA guidelines by making monthly payments to Chinatown CDC for the amount of the applicable premium. Employees should contact their supervisor for further information.

Payment is due when it would be made by payroll deduction. Chinatown CDC will continue to cover life insurance premiums for the duration of the leave.

Insurance Payments. Prior to the first date of leave, the employee is responsible for arranging to pay for the employee's portion of the costs of coverage with Human Resources. Failure to make required payments may result in termination of coverage, and the employee may not be eligible for COBRA continuation unless the employee makes the premium payments the employee has missed.

Return to Work. Under most circumstances, upon return from family/medical leave, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is

eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

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

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

Pregnancy Disability Leave

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any employee planning to take pregnancy disability leave should inform Human Resources as early as possible. The individual should make an appointment with Human Resources to discuss the following conditions:

- Employees who need to take pregnancy disability must inform Chinatown CDC when a leave is expected to begin and how long it will likely last. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Organization. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated, if possible;

- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Chinatown CDC with a certification, as discussed in the next section below.
- Leave returns will be allowed only when the employee's physician sends a release, as discussed below.

Eligibility. All employees who are disabled on account of pregnancy, childbirth, or a related condition are eligible for pregnancy disability leave. This leave is not available for child-rearing. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not family and medical leave under California Law.

Misrepresentation. Misrepresentation of reasons for applying for a leave of absence may result in disciplinary action, up to and including termination of employment.

Request for Leave. In cases where the situation is foreseeable, requests for a pregnancy disability leave of absence must be submitted in writing within thirty days (30) of the effective date of absence to the employee's supervisor, with a copy to Human Resources. Requests must be approved in writing by the employee's supervisor and the Director of Human Resources before the leave begins, whenever possible.

Documentation. Along with the employee's written request for pregnancy leave, the employee will be required to support the request with a certification issued by the employee's physician. It should include the leave start and end dates the physician estimates the employee will be disabled on account of the pregnancy, childbirth, or related condition.

If an extension is requested, the employee may be asked to submit another certification issued by the physician.

Length of Leave. A pregnancy disability leave of absence shall not exceed four months for each pregnancy. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care. Pregnancy disability leave does not need to be taken in one continuous period of time, and may be taken intermittently, as needed. Leave may be taken in minimum increments of one hour.

Time Off Benefits. For benefits-eligible employees, time-off benefits such as vacation and sick pay cease accruing on the first date of unpaid leave and do not accrue during the period of unpaid absence. Additionally, an employee on leave is not eligible for holiday pay if a holiday falls within the period of unpaid absence.

Use of Sick Pay and Vacation. Benefits eligible employees are required to use accrued sick pay during unpaid pregnancy disability leave. When sick pay is exhausted, the employee may elect to use

accrued vacation or continue the leave unpaid. After the employee's sick pay and vacation are exhausted, the remainder of the leave is unpaid.

Pay is pro-rated for part-time benefits eligible employees. The leave is unpaid for benefits ineligible employees.

403(b) Plan. If accrued time-off benefits such as vacation or sick pay are used to provide the employee income while on leave, the employee's elective contributions and Chinatown CDC matches for which the employee are eligible will continue to be contributed during the employee's absence.

Health Insurance. Chinatown CDC will maintain group health insurance coverage for up to a maximum of four months (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. If the employee elects to continue coverage beyond this period, the employee must pay for the cost of health insurance premiums. Any dependent coverage costs normally borne by the employee remain the employee's responsibility.

In some instances, the Organization may recover premiums it paid to maintain health coverage for the employee if the employee fails to return to work following pregnancy disability leave.

If the employee is on pregnancy disability leave and is not eligible for continued paid coverage, the employee may continue the employee's group health insurance coverage through their existing health insurance carrier in conjunction with federal COBRA guidelines by making monthly payments to the health insurance carrier for the amount of the relevant premium. Contact Human Resources for further information.

Chinatown CDC will continue to cover life insurance premiums for the duration of the leave.

Insurance Payments. Prior to the first date of leave, the employee is responsible for arranging to pay for the costs of coverage with Human Resources. Failure to make required payments may result in a lapse or end of coverage, and the employee may not be eligible for COBRA continuation unless the employee makes the premium payments the employee has missed.

Return to Work. In order to return to work, the employee must notify Chinatown CDC of their release to return to work. Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to their same position held at the time the leave began or to an equivalent position, if available. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If the return date is sooner than the original agreement between the organization and the employee (but is still within the four month limit), then Chinatown CDC will return the employee within two business days after the employee notifies the organization that they are ready to return to work.

An employee who fails to report to work at the end of a Pregnancy Disability Leave and has not obtained an extension will be considered to have voluntarily terminated their employment.

Reproductive Loss Leave

Effective January 1, 2024, an employee may take up to five days of unpaid leave to recover from a covered reproductive loss event. Generally, the reproductive loss leave must be taken within three months of the reproductive loss event. If the employee experiences multiple reproductive loss events, such leaves will not exceed 20 days within a 12-month period. The right to take a reproductive loss leave is separate and distinct from pregnancy disability leave and family/medical leave rights.

Workers' Compensation

Chinatown CDC maintains workers' compensation insurance for all employees. Employees are required to report all on-the-job accidents to their immediate supervisor and Human Resources at the time of occurrence, whether or not they are injured.

The employee should seek medical care at Chinatown CDC's designated facility for work injuries, or go to their pre-designated personal physician.

Work Injury Leave. All employees who sustain a work-related injury or illness and cannot perform their job duties will be granted a leave.

See the WCAB Workers' Compensation brochure provided at the time of hire, on the HR Intranet, or contact Human Resources for any questions.

Jury Duty and Witness Leave

Chinatown CDC encourages employees to serve on jury duty or appear in court when called. Leaves of absence for jury or witness duty will be granted to all employees as required by state or federal law. If the employee is summoned to appear in a case in which the employee is a party or has a financial interest, the employee may request leave without pay or use any accrued vacation time.

Scheduling Court Leave. The employee should notify their supervisor of the need for time off as soon as a notice or summons from the court is received. There may be times when, due to business necessity, CCDC may ask the employee to request that their service be postponed or rescheduled, if possible.

Reporting to Work. The employee must report to work on those days or parts of days when excused from court duty or when court duty does not conflict with their work schedule.

Reimbursement. Regular employees who are scheduled to work a minimum of 20 hours per week shall be granted leave of absence with full pay while serving up to 15 days per year of jury duty, or for witness duty in a case in which they do not have a financial interest.

For jury duty or criminal court proceedings exceeding 15 days per year, unpaid leave shall be granted. Use of accrued vacation may be elected.

Reimbursement for eligible part-time employees will be pro-rated. An unpaid leave will be granted to temporary employees and employees regularly scheduled to work less than 20 hours per week.

The employee may retain any mileage allowance or other fee paid by the court for jury services.

Documentation. Employees should submit documentation to the supervisor of the employee's written verification from the court clerk of performance of service before the timesheet due date of the appropriate pay period(s).

Personal Leave

Purpose. A personal leave of absence without pay may be granted at the discretion of Chinatown CDC. Personal leaves may be requested to handle personal business, family matters, emergencies, or to pursue extended travel or other personal interests.

Eligibility. Employees who are regularly scheduled to work a minimum of 20 hours per week, have completed one full year of service, and have exhausted accrued vacation and/or sick may request a personal leave. A Personal Leave of Absence may be granted before completion of one full year of service under unusual or unexpected circumstances.

Misrepresentation. Misrepresentation of reasons for applying for a leave of absence may result in disciplinary action, up to and including termination of employment.

Request for Leave. In cases where the situation is foreseeable, requests for a personal leave of absence must be submitted in writing 30 days prior to the effective date of the leave to the employee's supervisor, with a copy to the Director of Human Resources.

Requests for a leave before an employee reaches one year of service must be approved in writing by the supervisor and the Director of Human Resources before the leave begins, whenever possible.

Length of Leave. The employee may request a personal leave for a reasonable period not to exceed 60 calendar days within a 24-month period. Employees who have been with Chinatown CDC for 10 years or more may request a personal leave of up to 120 calendar days. Leaves of this extended length that are approved can be granted only once within a five year interval. Leave will be granted at the Organization's sole discretion. The employee is not guaranteed a certain amount of leave; the amount of time will depend on the circumstances.

Time Off Benefits. For benefits eligible employees, time-off benefits such as vacation and sick pay cease accruing on the first date of the leave and do not accrue during the period of absence. Additionally, an employee on leave is not eligible for holiday pay if a holiday falls within the period of absence.

Health Insurance. Chinatown CDC will continue to cover health insurance premiums normally carried by the organization until the first of the month following 30 calendar days of absence. If the employee elects to continue coverage beyond this period, the employee must pay for the cost of health insurance premiums. Any dependent coverage costs normally borne by the employee remain the employee's responsibility.

Chinatown CDC will continue to cover life insurance premiums for the duration of the leave.

For employees with 10 or more years of service to the organization and who are on a personal leave of more than 60 calendar days, Chinatown CDC will continue to cover health and life insurance premiums normally carried by the organization during the length of the approved leave.

Insurance Payments. Prior to the first date of leave, the employee is responsible for arranging to pay for the costs of coverage with the Accounting Division. Failure to make required payments may result in a lapse or end of coverage, and the employee may not be eligible for COBRA continuation unless the employee makes the premium payments the employee has missed.

ADA Medical Leave

Purpose. If an employee is disabled due to illness or injury (and the employee is not eligible for Family and Medical Leave, or has exhausted their right to it), the employee may be eligible for an unpaid ADA Medical Leave under the Americans with Disabilities Act and California law. It does not matter whether the employee's illness or injury is work-related. An employee is not guaranteed a certain amount of leave under this policy; the amount of time will depend on the circumstances. The leave may also run concurrently with other legally required time off. If another accommodation will be effective, CCDC may offer the employee that accommodation, through the process described above in the Equal Employment Opportunity policy, instead of leave.

Eligibility. Regular employees may request a leave under this policy. An ADA Medical Leave of Absence may be granted when reasonable only under circumstances related to the employee's disability due to injury or illness, and where the leave will not cause CCDC an undue hardship.

Misrepresentation. Misrepresentation of reasons for applying for a leave of absence may result in disciplinary action, up to and including termination of employment.

Request for Leave. Requests for medical leaves of absence must be submitted in writing as soon as possible to the employee's supervisor, with a copy to the Director of Human Resources. Employees may be required to provide a medical certification or other documentation regarding their request or

need for time off or other accommodation. The appropriate documentation will vary depending on the circumstances.

Length of Leave. Employees are not guaranteed a certain amount of leave; the amount of time will depend on the circumstances.

Time Off Benefits. For benefits eligible employees, time-off benefits such as vacation and sick pay cease accruing on the first date of the leave and do not accrue during the period of absence. Additionally, an employee on leave is not eligible for holiday pay if a holiday falls within the period of absence.

403(b) Plan. If accrued time-off benefits such as vacation or sick is used to provide the employee income while on leave, the employee's voluntary contributions and Chinatown CDC matches for which the employee are eligible will continue to be contributed during the employee's absence.

Health Insurance. Chinatown CDC will continue to cover health insurance premiums normally carried by the organization until the first of the month following 30 calendar days of absence or longer where continuation of coverage is required by law. If the employee elects to continue coverage beyond this period, the employee must pay for the cost of health insurance premiums. Any dependent coverage costs normally borne by the employee remain the employee's responsibility.

Chinatown CDC will continue to cover life insurance premiums for the duration of the leave.

For employees with 10 or more years of service to the organization and who are on a medical leave of more than 60 calendar days, Chinatown CDC will continue to cover health and life insurance premiums normally carried by the organization during the length of the approved leave.

Insurance Payments. Prior to the first date of leave, the employee is responsible for arranging to pay for the costs of coverage with the Accounting Division. Failure to make required payments may result in a lapse or end of coverage, and the employee may not be eligible for COBRA continuation unless the employee makes the premium payments the employee has missed.

Bereavement Leave

Chinatown CDC grants Bereavement Leave to employees in the event of the death of the employees' current immediate family member. Immediate family is defined as parent, spouse, domestic partner, child, stepchild, siblings, grandparents, parent-in-law, or the child or parent of the employee's domestic partner. To be eligible for bereavement leave, an employee must have been employed for at least 30 days before taking the leave.

Bereavement leave may be taken at any time within three months of the death of the family member. An employee with such a death in the family may request up to five (5) scheduled workdays off with pay for approval by the supervisor and Human Resources. An employee who wants to take more time

off should submit the request to the supervisor for approval. Part-time employees will receive pay for bereavement leave on a pro-rated basis. Temporary employees are eligible for leave without pay.

The supervisor is responsible for timely notification to Human Resources of the employee's Bereavement Leave date(s), name of deceased, and relationship to the employee.

Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the supervisor at least two days notice.

School Activities

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, or grandparents having custody of one or more children in a licensed child day care facility, kindergarten or grades one to 12 may take time off for a school activity (including appearing at a school proceeding related to a child's suspension from school);
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year;
- Employees planning to take time off for school visitations must provide at least one week advance notice to their supervisor;
- If both parents are employed by Chinatown CDC, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor;
- Employees must use vacation in order to receive compensation for this time off;
- Employees who do not have paid time off available will take the time off without pay.

Domestic Violence Leave to Attend Court Proceedings

Eligibility. All employees who are victims of domestic violence are eligible for unpaid Domestic Violence Leave. Pregnancy Disability Leave (PDL)

Scheduling the Leave. An employee may request leave if they are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure their health, safety, or welfare, or that of their child. Leaves of absence for victims of domestic violence to attend court proceedings will be granted to all employees as required by state or federal law. The employee may request leave without pay or use any accrued sick or vacation time.

Chinatown CDC will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

Reporting to Work. The employee must report to work on those days or parts of days when they are not processing judicial action or when processing judicial action does not conflict with their work schedule.

Documentation. The employee should provide notice and certification of their need to take leave under this policy. The documentation should be forwarded to Human Resources. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Victims of Domestic Violence, Sexual Assault, Stalking, Other Crime or Abuse Leave to Obtain Medical Treatment

An employee who is themselves a victim or who is the family member of a victim of domestic violence, sexual assault, stalking, or a violent or serious crime or abuse as defined by law may take time off from work under the following circumstances:

- The injury must involve domestic violence, sexual assault, stalking, or a violent or serious crime or abuse, as defined by law; and
- The employee must be the victim of domestic violence, sexual assault, stalking, or a covered crime or abuse, or they must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

An immediate family member is defined as: a spouse, domestic partner, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather.

A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be given in advance in order to seek medical attention related to an injury listed above.

Before the employee is absent for such a reason, they must provide appropriate documentation of the need for medical attention (for e.g., a police report).

If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence.

Any absence from work to seek medical attention will be unpaid, unless the employee chooses to take paid time off, such as accrued vacation or sick leave (if sick leave qualifies).

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- Employees may take up to 30 business days of paid leave, with an additional 30 business days of unpaid leave, in any one-year period for the purpose of donating an organ to another person.
- Employees may take up to 5 business days of paid leave in any one-year period for the purpose of donating bone marrow to another person.

During the leave for organ/bone marrow donors, Chinatown CDC will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act, i.e., such leave is in addition to family medical leave.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Military Leave

Employees who wish to serve in the military and take military leave should contact Human Resources for information about their rights before and after such leave. Employees are entitled to reinstatement

upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to Human Resources within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees are also eligible for up to 14 days of unpaid leave per calendar year for required training. If the employee is an official volunteer firefighter, they should alert their supervisor that they may have to take time off for emergency duty. When taking time off for emergency duty, an employee should alert their supervisor before doing so when possible.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform civil air patrol duty. Time off under this policy is limited to a maximum of 10 days of unpaid leave per year to respond to an emergency operation or mission, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Organization.

BENEFITS

Benefits Eligibility

The benefits described in this handbook and in Chinatown CDC's Benefit Plan Summary are those which are currently offered to eligible employees. Chinatown CDC reserves the right to modify, revoke, supplement, or terminate any benefit at any time. However, a change will not cause an unlawful

forfeiture of an employee's already vested benefit. In the event of any conflict between the Employee Handbook and the Benefit Plan Summary, the terms of the Benefit Plan Summary and/or the Plan Description shall control.

Holidays

Eligibility. Regular employees who are regularly scheduled to work a minimum of 20 hours per week are eligible for paid holidays. Part-time employees who are regularly scheduled to work a minimum of 20 hours per week will be paid on a pro-rated basis.

To be eligible for holiday pay, the employee must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved in advance by their supervisor. Employees on a leave of absence during a holiday are ineligible for holiday pay.

Holidays Observed. Chinatown CDC observes the following 16 paid holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Lunar New Year
4. Presidents' Day
5. Farmworkers Day
6. Memorial Day
7. Juneteenth
8. Independence Day
9. Labor Day
10. Veterans Day
11. Indigenous Peoples Day
12. Thanksgiving Day
13. Day After Thanksgiving
14. Christmas Eve
15. Christmas Day
16. New Year's Eve

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Chinatown CDC may grant another day off in lieu of closing. Holiday observance will be announced in advance.

Working on a Chinatown CDC Holiday. If the employee is a nonexempt regular employee who is benefits-eligible and works on an organization-observed holiday, the employee will be paid for the hours they work at their base rate, in addition to receiving their holiday pay. If the employee is benefits ineligible and works on a holiday, the employee will be paid for the hours they work at the rate of one and a half times their base hourly rate.

Religious Observance. If an employee wants to take earned vacation or unpaid time off for a recognized religious observance which is not one of the organization's holidays, they should talk with their supervisor or Human Resources to discuss taking time off. Whenever it can be reasonably accommodated, Chinatown CDC will arrange for the employee to take the time off. Please follow the proper procedures for scheduling time off.

Insurance Benefits

Chinatown CDC provides a comprehensive medical insurance plan for eligible employees and their dependents, including medical, dental, vision, and life insurance. The specific plans are described in a separate Benefits Plan Summary; additional informational material is available from Human Resources. It is the employee's responsibility to review the information carefully before making choices, as there are restrictions on making changes.

The employee should complete the necessary enrollment paperwork and return it to Human Resources at their earliest convenience, and in no case less than 30 days prior to the eligibility date. Failure to do so during the annual enrollment period will prevent entry into the Plan per IRS enrollment guidelines.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage, Flexible Spending Account, and Retirement Plan are available in a separate Benefits Plan Summary available from Human Resources.

Eligibility. Coverage is effective on the first day of the month coincident with or following 30 days of employment as a regular employee who's regularly scheduled to work a minimum of 20 hours per week, provided that the employee is actively at work on that date and provided that the employee has completed the enrollment forms required for participation.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department. PFL provides limited compensation for up to eight weeks when an employee needs to take leave from work to care for a parent, child, spouse or registered domestic partner, parent-in-law, grandparent, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

See the current EDD PDL brochure for current information.

External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of Chinatown CDC or the individual employees. Attendance at such activities, whether required by the Organization or requested by individual employees, requires the prior written approval of the supervisor. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance. Attendance at any such event is subject to the following policies on reimbursement and compensation.

For attendance at events required or authorized by the Organization, reasonable expenses will be reimbursed upon submission of proper receipts, as required. Acceptable expenses generally include registration fees, materials, meals, transportation, and parking for the employee only. Questions about reimbursement should be discussed with the employee's supervisor and Human Resources in advance of accruing the expense. The supervisor's approval of expenses shall be final.

Employee attendance at mandatory activities will be considered hours worked for nonexempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions generally may lead to improved job performance. While Chinatown CDC generally encourages all employees to improve their knowledge, job skills, and promotional qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained as described previously.

Employee Literacy Assistance

CCDC will reasonably accommodate and assist employees who reveal a problem of illiteracy and who request assistance in enrolling in an adult literacy education program, provided this does not impose an undue hardship on CCDC. Such assistance may include providing employees with the location of local literacy education programs. CCDC will take reasonable efforts to safeguard the privacy of employees as to the fact that they have a problem with illiteracy. In general, employees must participate in a literacy education program on their own time without pay. Employees who reveal a problem of illiteracy before there is a performance problem and who are satisfactorily performing the job will not be terminated for disclosing their illiteracy.

Lactation Policy

Chinatown CDC accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. For non-exempt employees, the break time shall, if possible, run concurrently with any break time already provided to the

employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

CCDC will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location other than a toilet stall that is located close to the employee's work area. The location will be free from intrusion and shielded from view; be safe, clean and free of hazards or hazardous substances; contain a surface to place a breast pump and personal items; have a place to sit; and have access to electricity or alternative devices (such as extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Employees with private offices will be required to use their offices to express breast milk. The Organization also will provide access to a refrigerator or cooling device for milk storage.

Employees have the right to request a lactation accommodation. Employees should make such a written request to Human Resources. CCDC will respond in writing within five business days. CCDC will engage in an interactive process with employee regarding the lactation accommodation, including the timing of breaks and break location. The Organization will not discharge, threaten with discharge, demote, suspend, or in any other manner discriminate or retaliate against the employee for requesting an accommodation under this policy. If an employee believes any part of this policy has been violated, notify a supervisor or Human Resources so CCDC can address the concerns promptly. An employee has the right to file a complaint with the California Labor Commissioner (or other appropriate government agency) for any violation of the lactation accommodation laws.

California State Disability Insurance

CCDC participates in the State Disability Insurance Plan (SDI) if employees are prevented from working because of a non work-related illness or injury. Under state law, employees are eligible for and pay for this program automatically each pay period. The employer is also required to contribute on behalf of each employee directly to SDI. To receive benefits, the employee must file a timely claim. Claim forms are available from the Employment Development Department, the employee's physician, or Human Resources.

See the EDD SDI brochure for current information.

Unemployment Insurance Compensation

Chinatown CDC as a 501(c)(3) has opted out of the California Unemployment Insurance Fund. The Organization pays directly for all unemployment insurance compensation.

❖ **MANAGEMENT**

Employee Property and Privacy Policy

An employee's personal property brought onto CCDC property, including but not limited to lockers, packages, purses, bags and backpacks, may be inspected with or without prior notice for business reasons. If an employee does not want their personal property subject to inspection, they should not bring their personal property onto CCDC property.

Personal Information

Chinatown CDC is required to keep all current employees' personal information. Employees are responsible for maintaining up to date information in the Human Resources Information System (HRIS), in the event of any personal information changes, including name, phone, email, address change and/or emergency contact.

Grievance Policy and Procedure

Chinatown CDC welcomes feedback on improving the overall employee experience. The employee's good-faith questions, suggestions, concerns, and complaints are important to the organization. It is the employee's responsibility to bring their concerns to their supervisor, Human Resources, or management, who can then address them. Accordingly, CCDC asks that the employee follow these steps in raising complaints:

Step 1: *Informal Discussion with Supervisor.* Employee questions or concerns should first be discussed with employee's immediate supervisor within ten (10) business days of the act(s) or occurrence (s). The employee's supervisor is in the best position to understand the employee's concerns. Many concerns can be resolved informally when an employee and supervisor take time to review the concerns and discuss options to address the issue.

Step 2: *Written Complaint to Supervisor.* If the employee is not satisfied with the results of the informal discussion in Step 1, the employee may submit a written complaint to their immediate supervisor within five (5) business day of the informal discussion to include:

- The nature of the grievance;
- Detailed information including evidence of the issue, witnesses, related policies, etc;
- The remedy or outcome desired.

The immediate supervisor shall have a reasonable period of time, generally within fifteen (15) business days, to respond in writing.

Step 3: *Written Complaint to Next Level Supervisor and/or Department Director, Deputy Chief, or Chief.* If the employee is not satisfied with the response from the immediate supervisor, the employee may submit a written complaint to the next level supervisor and/or Department Director, Deputy Chief, or Chief who will consult with Human Resources and any other relevant parties, to evaluate the grievance and provide a written response to the employee. Employee may also submit a written complaint directly to Human Resources.

Complaints regarding illegal harassment, discrimination or retaliation should be immediately reported to the Human Resources department, as explained in the Anti-Harassment section of this Handbook, and are not subject to this Complaint Procedure.

This procedure does not apply to issues related to employee performance, misconduct or termination. It also does not in any way alter the parties at-will employment relationship that allows the employment relationship to be terminated, with or without cause and with or without advance notice, at any time by the employee or the Organization.

The Human Resources department is available as a resource for employees and supervisors.

Performance Reviews

Informal and on-going discussions between the employee and their supervisor of expectations and performance are strongly encouraged. All employees should expect to be provided an annual performance review. The frequency of performance reviews may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Employees are expected to be full participants in this review process.

The employee's performance review includes elements such as the quality and quantity of the work they perform, job-specific knowledge of the role, and professional skills. The performance reviews are intended to make the employee aware of their progress, areas for improvement, opportunities to celebrate successes as well as to set objectives or goals for future work performance and development plans for continued success. The outcomes of performance reviews do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Chinatown CDC and depend upon many factors in addition to performance. After the review, the employee will be required to sign the Performance Review form simply to acknowledge that it has been presented to them, that they have discussed it with their supervisor, and that they are aware of its contents. Performance reviews are not subject to grievance procedures, though employees may respond to their performance review with any information they wish to make known.

Workplace Privacy

Desks, file cabinets, storage areas, and other such work areas are the property of Chinatown CDC, which may from time to time have a business reason to open or enter these areas, with or without prior notice. Any personal items stored or maintained on Chinatown CDC property, except for those items which Chinatown CDC has required the employee to bring to work, are left at the risk of the employee and are not the responsibility of the organization in the event of loss or damage.

All Chinatown CDC equipment, including computers, e-mail, telephones, cellular phones, copiers, and fax machines, cloud storage and software systems are for Chinatown CDC business only and are subject to inspection with or without prior notice. There is no reasonable expectation of privacy. For business reasons, the organization may search work areas, computer files, and other equipment.

To enhance the security of our buildings and for the safety of our employees, residents, and visitors, the organization may use video cameras to conduct surveillance of areas that may include employee work areas, excluding restroom, lactation rooms and/or changing areas. Employees may not use any audio or video recording devices in the workplace unless in the course of conducting business, and only if such recording is approved by management in advance of recording. The video surveillance will not include sound recording.

❖ ORGANIZATION PROPERTY

Social Media

Chinatown CDC uses social media in limited circumstances for defined business purposes. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Use of Internet based programs including, but not limited to, Facebook, Instagram, LinkedIn, and Twitter may be used in furtherance of Organization goals. The employee's supervisor and HR will authorize the employee in writing if the employee can use these tools to perform their job duties. This authorization is limited to business purposes and personal use of these tools during work hours is prohibited and can result in discipline up to and including termination.

Employer Property

Chinatown CDC equipment, including but not limited to desks, desktop computers, laptops, telephones, handheld devices (i.e. cellphones, etc), copiers, and fax machines are Organization property and must be maintained according to Organization rules and regulations. They must be kept clean and are to be strictly used only for work-related purposes. Chinatown CDC reserves the right to inspect all Organization property to ensure compliance with its rules and regulations, without prior

notice to the employee and at any time, not necessarily in the employee's presence. There is no reasonable expectation of privacy when using CCDC equipment.

Prior authorization must be obtained before any Organization property may be destroyed or removed from the premises.

Organization voice mail, and electronic mail (e-mail), and/or video conferencing platforms are to be used for business purposes only. Employees should use personal equipment, such as cell phones, to conduct personal business. On occasion, personal use of certain equipment may occur, but limit them to emergencies or essential personal business and keep them as brief as possible. Chinatown CDC reserves the right to monitor voice mail messages and e-mail messages without prior notice to the employee and at any time, not necessarily in the employee's presence. The Organization may seek reimbursement from the employee for costs incurred from conducting personal business using employer property.

Employees' own personal equipment may only be used during non-work time. All other Organization policies, including the Organization's no tolerance for discrimination, harassment or retaliation in the workplace apply. Chinatown CDC reserves the right to change, modify, or update this policy as it deems necessary.

No personal locks may be used on Organization-provided storage areas or property, unless the employee furnishes a copy of the key or the combination to the lock to the Organization.

Chinatown CDC may periodically need to assign and/or change "passwords" and personal codes for email, voice mail, timesheet, computer, etc. These communication technologies and related storage media and databases are to be used only for Organization business and they remain the property of Chinatown CDC. Chinatown CDC reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Employees are prohibited from sharing passwords with other CCDC employees or other non-employees, including family members or members of the public, except for designated CCDC IT professionals who are required to have password access as part of their job duties.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items brought onto Organization premises are subject to inspection and search, with or without prior notice, with or without the employee's prior consent, for business reasons.

Employees who leave employment of Chinatown CDC should remove any personal items by the last day of work. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's last day.

Guests and Visitors

Visits from friends and family are to be kept to a minimum, in order to preserve an appropriate work environment. It is important that the impression left with Chinatown CDC visitors and guests is that of a professional organization with the highest standards of conduct.

Housekeeping

All employees are expected to keep their work areas clean and organized. Employees using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Food must always be stored appropriately in secure or sealed containers and all trash properly disposed of. Please clean up any work area, after each use.

Off-Duty Use of Facilities

Employees are prohibited from remaining on Chinatown CDC premises or making use of Organization facilities while not on duty. Employees are expressly prohibited from using Organization facilities, Organization property, or Organization equipment for personal use.

Personal Use of Organization Cell Phone

Employees who are provided an Organization cell phone may use it for personal use to a reasonable limit. Employees are responsible for paying for additional time resulting from their personal use.

Employees are prohibited from using Organization-issued cell phones and any other Chinatown CDC property to operate a personal business.

❖ EMPLOYEE CONDUCT

Standards of Conduct

Employees represent Chinatown CDC and hold their position for the benefit of our properties, residents, and the community. Employees are required to conduct themselves during work hours and/or on CCDC property in a manner that will be a credit to Chinatown CDC, and avoid even the appearance of dishonest or unethical activity. Chinatown CDC expects employees to approach whatever task they are assigned in a professional manner, treat others as they would like to be treated, maintain a positive attitude toward their job and the organization and always do their best.

Prohibited Conduct

Chinatown CDC serves the needs of residents, clients, contractors, the general public and fellow employees. Each employee is responsible for effectively, courteously and professionally responding to the CCDC's clients, other staff, and the general public. Any form of harassment or disrespect is unacceptable. Employees must cooperate with management in the conduct of official inquiries and investigations.

Please be aware that certain conduct is unacceptable in any business environment and will not be tolerated at Chinatown CDC. Examples of such conduct include, but are not limited to: rudeness or discourtesy to others, including residents; dishonesty in any matter; violent behavior of any sort; use, possession, or sale of alcohol or illicit drugs on Organization property; being under the influence of alcohol or drugs so that it impacts the employee's work; failure to follow directives of supervisors and management; and misuse or damage to organizational property or property of others.

The following conduct is prohibited and will not be tolerated by Chinatown CDC. This list of prohibited conduct is illustrative only and is not an exhaustive or all-inclusive list; other types of conduct that threaten security, personal safety, employee welfare and Organization operations also may be prohibited.

- Falsifying employment records, employment information, or other Organization records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
- Recording the work time of another employee or allowing any other employee to record the employee's work time, or falsifying any time card, either the employee's own or another employee's;
- Theft and deliberate or careless damage or destruction of any Organization property, or the property of any employee or people to whom CCDC provides services or CCDC works with;
- Removing or borrowing Organization property without prior authorization;
- Unauthorized use or misuse of Organization equipment, time, materials, or facilities;
- Provoking a fight or fighting during the course of doing work or on Organization property;
- Threatening or bullying co-workers, residents, members of the public, or anybody conducting business with the Organization;
- Participating in excessive or extreme horseplay or practical jokes on Organization time or on Organization premises;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in an unlawful disruption of any kind during working hours on Organization property;

- 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 supervisor or member of management;
- Failing to notify a supervisor when unable to report to work;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of extended duration while working, except in cases of emergency;
- Working overtime without authorization or refusing to work assigned overtime;
- Wearing unprofessional clothing while working;
- Violating any safety, health, security or Organization policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Committing of or involvement in any act of harassment of another individual; and
- Failing to promptly report work-related injury or illness.

Conduct not in conformity with these standards may result in discipline, up to and including immediate termination.

This statement of prohibited conduct does not alter the Organization's policy of at-will employment. Either the employee or Chinatown CDC remains free to terminate the employment relationship at any time, with or without reason or advance notice.

Punctuality and Attendance

Employees of Chinatown CDC are expected to be punctual in attendance, which is important to the efficient operation of the organization. Any tardiness or absence causes problems for fellow employees and supervisors, disrupts productivity, and makes it difficult to function effectively. When employees are absent, their work must be performed by others or is not completed. Employees are expected to keep their supervisors informed in a timely manner of any absences or tardiness, or leaving work early.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Organization business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and should be minimized. If an employee must leave work for any reason during their work shift, they must notify their supervisor as soon as possible.

If an employee is unable to report for work or will arrive late on any particular day, they must under all but the most extenuating circumstances contact their supervisor at least one hour before the time they are scheduled to begin working for that day, or per other arrangements with their supervisor. If the employee's supervisor is unavailable, the employee is expected to contact someone who is certain to be able to get word to their supervisor.

In all cases of absence or tardiness, employees must provide their supervisor with a valid reason or explanation. Employees also must inform their supervisor of the expected duration of any absence.

Chinatown CDC encourages employees to use their sick time when they are ill in order to restore their health and reduce the risk of exposing others to infection. Excessive absenteeism or tardiness, whether excused or not, interferes with the organization's ability to provide services.

Allowed absences include accrued paid sick time and approved leaves of absence.

Employees are to regularly keep their supervisor informed of their status when they are off work because of illness or accident. If an employee fails to report for work without notifying their supervisor and their absence continues for three consecutive days on which they are scheduled to work, Chinatown CDC will assume that the employee has voluntarily resigned.

Confidentiality

Each employee is responsible for safeguarding the confidential information obtained during employment. In the course of the employee's work, they may have access to confidential information regarding Chinatown CDC, its suppliers, customers, residents, donors, board members, and fellow employees. Confidential information can be written/printed, verbal, and computerized. The employee should familiarize themselves with the confidentiality issues related to their job.

Employees have a responsibility to prevent revealing or divulging any such information unless it is necessary, consented, authorized, or required by law. Access to confidential information should be on a "need-to-know" basis. Requests for verification of current or former employment should be forwarded to the Human Resources Department.

This handbook and the policies herein (including but not limited to this policy) will not be applied in a way that would restrict or otherwise interfere with an employee's right to engage in concerted activity under the National Labor Relations Act or other legally protected activities. For example, the policy does not restrict employees from communicating with co-workers or others about the terms and conditions of their employment, such as wages, benefits, or working conditions.

No Solicitation or Distribution by Employees

Because CCDC wants to minimize work interruptions, solicitation by one employee of another is prohibited if either employee is on work time or it interrupts others who are supposed to be working. Solicitation includes such activities as requests for signatures, contributions for charities, support of political or other outside activities, merchandise purchases and requests for donations. Work time is all time when the employee's duties require him or her to be engaged in work tasks. It does not include the employee's own time, such as meal periods, scheduled breaks and time before and after work. Solicitation by non-employees on our premises is prohibited at all times.

Also, distribution by employees of advertising materials, handbills, and other non-CCDC printed and written literature of any kind is prohibited in work areas at any time. Distribution of literature by non-employees on our premises, including parking lots, is prohibited at all times. Using our stationery, supplies or equipment for unauthorized or impermissible solicitation or distribution is also prohibited.

If employees receive requests from outside people or organizations to sell merchandise, solicit contributions, distribute literature, arrange displays or use CCDC facilities, refer them to Property Management.

Relations With The People We Serve

We are a service organization and employees represent Chinatown CDC to the people we serve, including residents, their visitors, clients, and constituents. Employees are expected to be polite, courteous, considerate, prompt, and attentive at all times. Relations should be professional and not personal in nature. Employees should apply policies and procedures to everyone and not provide special treatment to one/some, but not others. Employees shall never make loans, accept loans, or engage in any other personal financial transactions with the people we serve.

People we serve are to be treated courteously and given proper attention at all times. Never regard their question or concern as an interruption or an annoyance and never argue with them. Employees must respond to their inquiries promptly and professionally. Through conduct, show a desire to assist them in obtaining the help they need.

Conflicts of Interest

Employees may not enter into any transaction with the Organization that may result in an excess financial benefit to the employee or to anyone with whom the employee has family or business ties. An excess financial benefit means that the employee or the employee's associates receive more from the transaction than another vendor would have in an arm's-length transaction with the Organization.

All transactions between the Organization and an employee or person with whom the employee has family or business ties must be approved by the Director of Human Resources.

Employees at Chinatown CDC who are related to one another may not directly supervise each other, work in the same department or building (Property Management department employees), or hold positions within the Organization that pose an actual or potential conflict of interest. Relatives also may not work in the same department or building if either is privy to confidential information about the other where this may cause a problem of morale or breach of confidentiality. In addition, the Organization may not employ individuals who are related to any member of the Board of Directors of Chinatown CDC and an individual may not simultaneously be an employee while serving as a member of the Chinatown CDC Board of Directors.

Employees must avoid situations involving actual or potential conflict of interest. Personal or romantic involvement with a vendor or another employee of Chinatown CDC, which impairs an employee's ability to exercise good judgment on behalf of the Organization, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Should an employee become aware of any potential conflict of interest, the employee should disclose the relevant circumstances as soon as possible to their supervisor, any other appropriate supervisor, or the Director of Human Resources for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, Chinatown CDC may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action.

See additional information on the Conflict of Interest Agreement.

Other Employment

While employed by Chinatown CDC, employees are expected to devote their energies to their jobs with the Organization. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at Chinatown CDC;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Organization;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with the Organization;
- Additional employment that requires the employee to conduct work or related activities on Organization property during the employer's working hours or using Organization facilities and/or equipment; and

- Additional employment that directly or indirectly competes with the business or the interests of the Organization.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request and complete a Conflict of Interest Agreement to Chinatown CDC explaining the details of the additional employment. If the additional employment is authorized, Chinatown CDC assumes no responsibility for it. Chinatown CDC shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment unless legally required. Authorization to engage in additional employment can be revoked at any time.

Dress Code and Other Personal Standards

Employees are expected to maintain an atmosphere of professionalism in the Chinatown CDC offices, properties, and while on organizational business. Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothes should be clean, presentable, and tasteful. Employees are expected to come to work professionally dressed and groomed and with no offensive body odors.

Employees are responsible for working in a safe manner to minimize injury or illness, which includes wearing appropriate clothing for the nature of the work activity. Employees should avoid clothing that can create a safety hazard, and wear clothing that will minimize injury or illness. Certain employees may be required to wear safety clothing or equipment.

All employees required to wear uniforms provided by Chinatown CDC should wear it for work-related purposes only and report any excessive wear or damage to their supervisors. Instructions regarding cleaning and maintenance of uniforms are provided.

Supervisors will inform employees of any additional requirements regarding acceptable attire. If an employee is unsure about the appropriateness of certain clothes, they should discuss with their supervisor before wearing them. Directors may issue more specific guidelines for their department.

Gifts

Gifts to Chinatown CDC employees from residents, residents' families, vendors, or others in contact with the organization are discouraged. Employees who receive gifts having value in excess of \$25.00 must use them for the benefit of the organization as a whole. The employee may contact their supervisor or the Director of Human Resources to determine the most effective method for this.

Employees may never accept cash gifts. If the person offering a cash gift refuses to take it back, the employee should give the gift to the Resource Development Department with the donor's name and address so it can be acknowledged as a donation to the organization.

News Media Contacts

Employees may be approached for interviews or comments by the news media. Employees may not represent or release information on behalf of Chinatown CDC to the news media or call a press conference without the approval of the Chief Executive Officer, Chief, Deputy Chief, or designee. Only people designated by Executive employees may comment to news reporters or approve press releases on Chinatown CDC activity, policy, or events on behalf of the Organization. Refer media inquiries to Executive employees without comment.

Drugs and Alcohol Policy

It is the policy of Chinatown CDC to maintain a drug-free workplace and to discourage the abuse of drugs and/or alcohol by its employees. Employees who are under the influence of a drug or alcohol while on the job may compromise their own health and safety, as well as the health and safety of others. An employee will be held to the regular standard of conduct and is expected to use sound judgment. To promote and maintain safe and efficient working conditions for all employees, Chinatown CDC has established guidelines which all employees are expected to follow as a condition of continued employment.

Chinatown CDC strictly prohibits the following conduct within the workplace or when performing Chinatown CDC business, regardless of location:

- the unlawful manufacturing, distribution, dispensation, possession, sale, purchase, or usage of any illegal drug or other controlled substance
- the manufacturing, distribution, or sale of alcohol
- the manufacturing, distribution, dispensation, possession, sale, purchase of any legal drug or prescription drug in a manner inconsistent with law

Any employee who works under the influence of illegal drugs is subject to disciplinary action, including immediate discharge. Any employee who works while impaired by the use of alcohol, over-the-counter medications, prescription drugs, or other controlled substances in a manner that negatively impacts their work is also subject to disciplinary action, including immediate termination. Impairment is defined as, but not limited to, the following: the endangerment to the employee's safety or the safety of others, the potential risk of damage to Chinatown CDC property, the interference with the employee's job performance or efficient business operations, loss of productivity, unprofessional behaviors including speech, or creating a disruptive work environment.

As a condition of employment, employees must abide by the terms of the drug-free workplace policy. All employees must notify Chinatown CDC of any drug-statute conviction for a violation occurring in the workplace within five days after the conviction. Within thirty (30) days notice of such *conviction*, Chinatown CDC will take appropriate personnel action and/or require the employee to satisfactorily complete a drug abuse rehabilitation program.

Chinatown CDC believes in behaving responsibly and exercising moderation regarding alcohol consumption. Chinatown CDC employees are to exercise sound judgment and behave professionally at work during working hours, at Chinatown CDC events, and situations when employees represent Chinatown CDC—as an employee, volunteer, guest, or participant—and are in the presence of other employees, constituents, or external entities. Under no circumstances should employees behave in a manner that could harm themselves or others.

Chinatown CDC employees are to adhere to the following with regard to alcohol use and consumption:

- While performing work functions in the normal course of their duties, whether on the premises or off, no employee may consume or serve alcohol during business hours except for during management-approved special events or ceremonial purposes.
- An employee shall exercise responsible behavior and limit alcohol consumption when the employee is representing Chinatown CDC or could be perceived as representing Chinatown CDC, which includes work functions and social situations.

At any Chinatown CDC related event or function or any event or function that could reasonably be perceived to be related to Chinatown CDC, the event host or employee serving or providing alcohol must establish controls and limits on consumption. Absent presence of a third party certified individual or employee who has been designated responsible for monitoring alcohol service and consumption, the employee responsible for organizing the event must designate at least one employee to monitor alcohol consumption and ensure that (1) no underage drinking is taking place, (2) no third parties are providing alcohol for underage drinkers, and (3) reasonable steps are taken to ensure that intoxicated guests will not harm themselves, others, or the public after leaving the event. Reasonable steps include, but are not limited to, preventing an intoxicated guest from driving, calling a taxi for an intoxicated guest, securing a ride home for an intoxicated guest from a friend, and/or calling 911. Chinatown CDC seeks to provide a supportive working environment for all employees, including those who are in recovery. Consequently, staff events that include alcohol shall include the provision of non-alcoholic beverage.

Chinatown CDC recognizes substance abuse as an illness and will make reasonable accommodations to assist those employees who want to seek treatment. However, employees should seek assistance before performance issues occur.

Driving

Employees may be approved to use personal vehicles for CCDC business when public transportation or shared ride is not accessible, practical, or convenient for the work being performed. While public transportation or rideshare is the preferred mode of travel whenever feasible, use of a personal vehicle may be authorized when employees are required to deliver or transport work-related items, attend meetings or events at locations not reasonably served by public transportation, regularly travel between sites or when the nature, timing, or location of the assignment makes public transportation impractical. Employees must obtain prior written approval from their supervisor before using a personal vehicle for business. Supervisors are responsible for ensuring the travel is work-related and are informed of the travel schedule. Employees are responsible for understanding and complying with all provisions, terms, and conditions of this policy. Violation of this policy may result in loss of privileges to use a personal vehicle for CCDC business and disciplinary action up to and including termination.

Vehicle Condition. The vehicle must be a conventional, four-wheel, enclosed vehicle and must not be a motorcycle, moped, or recreational vehicle, and must be a vehicle with a seating capacity of no more than 10 or unless specifically approved by the supervisor and Human Resources. The vehicle must be equipped with fully operational seatbelts. In addition, the vehicle must be in sound mechanical condition and capable of providing the required transportation safely and without unreasonable delay.

Driver Requirements. Employees must maintain: 1) a valid California driver's license and notify their supervisor of any notice from the California Department of Motor Vehicles (DMV) that affects their ability to drive in a professional capacity; 2) valid auto insurance with sufficient public liability and property damage that meets the financial responsibility requirements of the State of California. The employee's insurance coverage will be primary in the event of a vehicle accident to the fullest extent permitted by law. CCDC is not responsible for deductibles or any damage to the employee's vehicle. Chinatown CDC asks employees to not transport non-employees of Chinatown CDC including volunteers, residents, and community members, except when approved in writing by the department head.

Safety. CCDC maintains a zero-tolerance policy for driving under the influence of drugs or alcohol. Any employee operating a personal vehicle for CCDC business and under the influence of drugs or alcohol will be suspended from using a personal vehicle for CCDC business and subject to discipline up to and including termination. Employees taking prescription medications that have known side effects affecting motor skills will also be disqualified from transportation activities outlined in this policy.

Employees are prohibited from operating any vehicles for CCDC business while using a cell phone or similar electronic communications device unless the device is specifically configured for and used in hands-free operation. Texting, emailing, or application use is prohibited while the vehicle is in motion. Employees may use cell phones outside a hands-free configuration after safely pulling to the side of

the road and stopping the vehicle.

Employees must obey all state and local driving laws and observe driving conditions with the utmost care. Unless otherwise required by law, the cost of damage and/or wear and tear to a private vehicle used on CCDC business is the responsibility of the employee.

Accidents. In the event that an employee is involved in an accident while using a personal vehicle for authorized travel in conducting CCDC business, the personal insurance carrier of the employee shall respond to defend the employee or the passengers. The employee shall be responsible for all deductible costs from personal insurance coverage. Employees are required to report any accidents within 24-hours to their Supervisor and Human Resources and to complete the Occupational Accident and Injury Investigation Report.

CA Pull Program. CCDC participates in the California Department of Motor Vehicles Employer Pull Notice (EPN) Program, and it shall enlist all new employees whose job description requires possession of a valid California driver's license with no restrictions. The EPN Program automatically generates a driver record upon enrollment in the program, during the annual review following enrollment, and whenever a driver has actions added to their record, including convictions, failures to appear, accidents, driver's license suspensions or revocations, or any other action taken against the driving privilege.

Should the EPN Program flag an employee with driving responsibilities, notice will be given to the employee's supervisor. It will then be the supervisor's responsibility in conjunction with (other applicable management) to either implement suitable rehabilitative action for the employee to complete or remove the employee from driving for CCDC business.

Reimbursement. CCDC will reimburse employees for mileage only when using their own personal vehicles for approved business purposes. CCDC does not reimburse for any other costs associated with operating a personal vehicle, including but not limited to fuel, maintenance and repairs, insurance, or lease payments. Employees shall refer to the Mileage Reimbursement Policy for details.

Political and Religious Activities

The employee's activities on behalf of Chinatown CDC must be conducted in a manner free from partisan or sectarian religious bias. The employee may not make a contribution to a political or religious organization in the name of or on behalf of Chinatown CDC.

Chinatown CDC respects employees' right to participate in the democratic process, however, employees cannot participate in any campaign for candidates for office while on Chinatown CDC time, use Organization premises, equipment, or other organizational resources to support any candidate campaign, or distribute political materials on organization premises that would violate the No Solicitation/Distribution policy.

Employees who participate (on their own time) in an election campaign are to comply with the following:

- Employees are to follow Organization policy to request time-off.
- Employees are not to engage in any aspect of a political campaign while on Organization work time or premises that would violate the No Solicitation/Distribution policy.
- Employees cannot represent the Organization and should never use their title at Chinatown CDC in any campaign communication. The Organization requests that when employees use their own time for non-authorized activities (particularly during business hours) that they make it clear to the people they are in contact with that they are not acting as an employee of Chinatown CDC.

Bring Your Own Device (BYOD)

Employees of Chinatown CDC may be authorized to use personal electronic devices for work purposes when approved in writing and in advance by their supervisor. Personal electronic devices include but not limited to personally owned cell phones, smartphones, tablets, laptops, and computers. Chinatown CDC may require employees to use personal cell phones, a category of personal electronic devices, for work purposes. If an Employee wishes to use other personal device(s) for work purposes, the employee must obtain prior approval from their supervisor. Thereafter, the employee must provide notice to the IT Department that a personal device is being used. To the extent possible, supervisor should require the employee to use laptops or other electronic devices issued by the IT Department at Chinatown CDC, rather than personal devices.

Device Protocols and Acceptable Use. During working hours and while conducting business for Chinatown CDC, employees must exercise the same level of discretion when using personal devices as is expected when using Organization-owned devices. All Chinatown CDC policies related to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for work-related activities.

Personal devices should be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls or notifications may disrupt normal workflow.

Security and Technology Requirements. To protect Chinatown CDC's proprietary information, employees authorized to use personal devices for work purposes must ensure that all Chinatown CDC-related information is stored securely and accessed in a password-protected manner. Chinatown CDC will not require or install security, encryption, monitoring, or remote-wipe software on personal devices. Employees are solely responsible for safeguarding Chinatown CDC-related information stored or accessed on their personal devices. If Chinatown CDC learns of a breach due to the use of a

personal device, the employee is required to notify their supervisor and the IT Department immediately and may be deemed responsible.

Upon separation or when access is no longer needed, employees must permanently delete all Chinatown CDC-related information from their device.

Unless specifically authorized by the employee's supervisor and/or the IT Department, cloud-based applications or backup programs may not be used, as such programs may allow Chinatown CDC-related information to be transferred to unsecured parties. Personal devices may not be synchronized with other devices in the employee's home. Any modifications to the personal device's hardware or software beyond authorized and routine updates that may impact Chinatown CDC's business are prohibited unless pre-approved by IT. Employees may not use unsecured internet connections.

Restrictions on Authorized Use. Employees whose personal devices have camera, video, or recording capabilities are restricted from using those functions when necessary to protect privacy, trade secrets, or Chinatown CDC-related information. Excessive personal calls, emails, or text messaging during the workday, regardless of the device used, may interfere with productivity and should be handled during nonworking time. Exceptions may be made for emergencies or with prior management approval.

Nonexempt (hourly) employees must obtain advance authorization to use personal devices for work purposes outside their normal work schedule. This includes, but is not limited to, reading, sending, or responding to work-related emails, text messages, or phone calls. Hourly employees will be compensated for all hours worked in accordance with federal and state law.

Employees may not use personal devices for work purposes during periods of unpaid leave without prior management authorization. Chinatown CDC reserves the right to deactivate Chinatown CDC-related access and information on personal devices during periods of unpaid leave. Employees may not store personal information or non-Chinatown CDC-related information on Chinatown CDC applications.

Privacy and Organization Access. Employees using personal devices for work purposes should not expect privacy beyond that provided by law. Chinatown CDC reserves the right to monitor, preserve, review, and retain communications and data transmitted through or stored on its networks, including voicemail, call logs, internet use, and network traffic, to ensure proper use.

The Organization may review or release Chinatown CDC-related data on personal devices to government agencies or third parties as required during investigations or litigation. Employees may not knowingly disable any monitoring software or systems implemented by Chinatown CDC.

Electronic Device Stipend. Employees authorized to use personal device under this policy and the Electronic Device Stipend policy are to receive a monthly stipend based on position and estimated business use. Refer to the Electronic Device Stipend Policy for details.

Safety. Employees must comply with all applicable local, state, and federal laws regarding the use of electronic devices. Employees whose job duties include driving must refrain from using cell phones and other personal devices while driving. Employees must pull over safely before making or accepting calls or texts. Employees are solely responsible for any traffic violations or liabilities resulting from device use while driving.

Employees working in hazardous areas must refrain from using personal devices in those areas, as such use may pose a safety risk.

Lost, Stolen, or Damaged Devices. Employees are responsible for protecting personal devices used for work purposes from loss, theft, or damage. If a device is lost, stolen, hacked, or compromised, the employee must immediately notify management. Employees remain responsible for removing Chinatown CDC-related information from their device as soon as practicable. Chinatown CDC is not responsible for the loss of personal applications or data on employee-owned devices.

Chinatown CDC is not responsible for the loss or damage of personal applications or data resulting from the use of Chinatown CDC applications or remote wiping. Employees must immediately notify management if a device is lost, stolen, hacked, or damaged. If IT is unable to repair the device, replacement costs will be the employee's responsibility where permitted by state law. Willful damage may result in disciplinary action, up to and including termination.

Termination of Employment. Upon resignation, termination, or at any time Chinatown CDC-related access is no longer authorized, employees must permanently delete all Chinatown CDC-related information from their personal devices. Chinatown CDC will not access or manage employee-owned personal devices but may deactivate Chinatown CDC-related accounts or access as needed.

Violations of Policy. Employees who have not received written authorization may not use personal devices for work purposes. Failure to comply with this policy or other Chinatown CDC policies may result in disciplinary action, up to and including termination of employment.

❖ WAGES

Advances

Chinatown CDC does not provide loans and does not permit advances against paychecks or against unaccrued vacation. Paychecks are distributed on pay dates and not earlier.

Expense Accounts

Chinatown CDC reimburses employees for authorized business expenses that are reasonable and necessary for work purposes. Employees who have incurred business expenses must submit required receipts and the Staff Reimbursement Request Form to their supervisor for approval and to the Fiscal Department for processing within one month, but no later than on a quarterly basis (within three months).

Chinatown CDC credit cards are not to be used for personal expenses. Employees who have an organization credit card account shall submit required receipts on a monthly basis per the due dates issued by the Fiscal Department.

If the employee drives their personal automobile on approved Chinatown CDC business, they will be reimbursed at the current IRS rate. Please see the Travel for Work Related Activities/Events section below or the Travel and Per Diem Policy on the Organization's HRIS or Intranet for more information.

Reporting Time and Call-Back Pay

Chinatown CDC will pay a minimum of two hours of pay to nonexempt employees who are required to report to work on a day other than their normally scheduled workday or who are called back to work after the employee's shift ended on a workday.

Chinatown CDC will comply with all applicable regulations regarding reporting time/call back pay for nonexempt employees. Visit <https://www.dir.ca.gov> to find [CA IWC Wage Order 5 section 5](#) for more information.

Chinatown CDC reserves the right to not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the Organization's power to control.

Flex Time

Chinatown CDC allows the use of flex time when nonexempt employees need time off to tend to personal obligations when approved by a supervisor in advance. Flex time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Requests will be considered for approval based on the legitimate business needs of the Organization at the time the request is submitted.

If the employee requests time off that they will make up later in the week, the employee must submit their request at least 24 hours in advance of the desired time off. If the employee requests to work flex time first in order to take time off later in the week, the employee must submit their request at least 24 hours before working the flex time. The employee's flex time request must be approved in writing before they take the requested time off or work flex time, whichever is first. The employee's request must be in writing and signed by the employee. Exempt employees requesting flex time must notify their supervisors in writing.

All flex time must be worked in the same workweek as the time taken off. The Organization's seven-day workweek is 12:00 a.m. Saturday through 11:59 p.m. Friday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of flexing time that was or would be lost due to a personal obligation.

If the employee takes time off and is unable to work the scheduled flex time for any reason, the hours missed will normally be unpaid. However, the employee's supervisor may arrange with the employee another day to flex the time, if possible, based on scheduling needs. If the employee works flex time in advance of time their plan to take off, the employee must take that time off, even if they no longer need the time off for any reason.

An employee's use of flex time is completely voluntary. Chinatown CDC does not encourage, discourage, or solicit the use of flex time.

Meal and Rest Periods for Nonexempt Employees

All nonexempt employees are entitled to periodic rest breaks during their workday. If the employee is a nonexempt employee, they will be paid for all rest breaks. The employee's supervisor will advise the employee of any specific time for their breaks and the employee is to return to work promptly at the end of any rest break.

Generally, nonexempt employees will be entitled to one (1) 10-minute rest break for every four (4) hours they work (or major fraction thereof, which is defined as two (2) hours). If the employee works more than six (6) hours and up to 10 hours in a workday, they will receive one (1) rest break during the first half of their shift and one (1) rest break during the second half of their shift. If the employee works more than 10 hours and up to 14 hours, they will be entitled to an additional paid 10-minute rest break.

If the employee works more than five (5) hours in a workday, they are also entitled to an unpaid meal period of at least 30 minutes. If the employee works more than 10 hours, they are entitled to a second

unpaid meal period of at least 30 minutes, which can be waived if the total work period is no more than 12 hours and the first meal period was not waived. The employee must clock out for their meal period. The employee's supervisor will advise them of the scheduling of their meal period. The employee is not to perform work during their meal period, and the employee must stop working for at least 30 full, consecutive minutes. The first meal period must be taken not more than five hours after the beginning of the employee's shift, and any second meal period must be taken not more than ten hours after the beginning of employee's shift.

The employee may leave the premises for meal periods. If for any reason the employee does not take the applicable meal period or rest break, the employee must notify their supervisor immediately, but no later than the end of the shift in which they missed their meal period or break. It is recommended to take rest breaks and meal periods away from the regular work area.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Chinatown CDC will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor. Chinatown CDC provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:00 a.m. midnight and ends 24 hours later at 11:59 p.m. Workweeks begin at 12:00 a.m. Saturday and ends at 11:59 pm. Friday.
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Chinatown CDC will pay nonexempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job;

- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by his or her supervisor;
- Perform productive work and minimize business disruptions when possible; and
- Any hours in excess of eight in a day or 40 in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time of overtime work is being performed.

Payment of Wages

All employees of Chinatown CDC are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid per the payroll schedule. Paychecks and paystubs are available for pick it up from the Main Office during regular business hours on the employee's own time, the employee may request that the paycheck and paystub be mailed to the employee's mailing address.

Chinatown CDC offers automatic payroll deposit for all employees. Employees may request to begin and end automatic payroll deposit at any time.

To begin and/or end automatic payroll deposit, employees must submit the request and refer to instructions on the Organization's HRIS. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins. If an automatic payroll deposit is being stopped, employees will receive a regular payroll check after the receipt of the form.

Timekeeping Requirements

All nonexempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including before and after the lunch break. Employees also must record their time whenever they leave the building for any reason other than Chinatown CDC business.

Altering a timesheet without supervisor permission is not permissible and is subject to disciplinary action. All exempt employees are required to mark any time-off and allocate their work time on the timesheet for funding compliance only.

Any errors on the employee's timecard should be reported immediately to the employee's supervisor.

Work Schedules

Chinatown CDC's normal business hours are Monday through Friday between the hours of 9 a.m. and 5 p.m.. However, certain positions may be required to work on days and hours other than normal

business hours. The employee's supervisor will assign the employee's individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

If employees need to exchange schedules, they must notify their supervisor, who will review the request and thereafter may authorize an exchange or make arrangements, if possible. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in excessive overtime.

The normal workweek begins at 12:00 a.m. Saturday and ends at 11:59 pm Friday.

Travel for Work Related Activities/Events

Mileage Reimbursement. If employees drive personal automobiles on approved Chinatown CDC business, they will be reimbursed at the current IRS rate. This does not apply to daily commutes to and from work. A Staff Reimbursement Request Form should be completed, signed by the supervisor, and submitted to the Fiscal Department within 30 days of incurring the expense.

Employees who drive on Chinatown CDC business must drive safely, responsibly, obey traffic laws and have a valid driver's license and liability insurance as required by California state law. Employees must inform Chinatown CDC within 24 hours if their driver's license has been suspended or revoked or if their liability insurance has been canceled or modified in any manner. In case of an automobile accident claim, the employee's insurance is the primary insurance to reimburse any claims paid. The organization reserves the right to review employees' documents and driving records.

Travel Per Diem Reimbursement. Employees are reimbursed up to the maximum per diem rate for meals and incidentals (M&I) incurred during official CCDC business travel to an event, including a conference, training, or workshop.

See Travel and Per Diem Policy on the Organization's HRIS or Intranet for more information or contact Human Resources for questions.



SAFETY AND HEALTH

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help CCDC maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to a supervisor or to the Human Resources Department. In

compliance with California law, and to promote the concept of a safe workplace, Chinatown CDC maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the Human Resources office.

In compliance with Proposition 65, Chinatown CDC will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Ergonomics

Chinatown CDC is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Organization will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Organization encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines.

Chinatown CDC believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to its business. CCDC has available resources that can be found on the Organization's HRIS or Intranet.

If there are any questions about ergonomics, please contact Human Resources.

Heat Illness

The Organization is concerned with employee health and safety. Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors are trained in the prevention of heat illness including CalOSHA standards. Please refer to the Organization's Injury Illness and Prevention Program or talk to a supervisor for details on how to ensure employees are protected from heat illness dangers.

Recreational Activities and Programs

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

Security

Chinatown CDC has developed guidelines to help maintain a secure workplace. Be aware of persons

loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to security personnel. Secure desks and offices at the end of the day. When called away from a work area for an extended length of time, do not leave valuable and/or personal articles in or around the workstation that may be accessible. The security of facilities as well as the welfare of CCDC's employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify their supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

Workplace Violence

Chinatown CDC has adopted the following workplace violence policy to ensure a safe working environment for all employees. The CCDC Workplace Violence Prevention Policy is an integrated part of the CCDC Injury and Illness Prevention Program, and employees will be afforded legally required training on workplace violence prevention.

The Organization has a zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination.

It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, each employee is expected and encouraged to report any incident which may be threatening to the employee or their co-workers or any event which the employee reasonably believe is threatening or violent. Employees must report an incident to any supervisor, manager or Human Resources. The Organization will investigate the situation immediately and take appropriate action to address the problem. Employees will not be retaliated against for reporting perceived violations of this policy or participating in the investigation of a complaint. If an employee believes someone has violated this policy against retaliation, please immediately contact a supervisor or Human Resources.

A threat includes, but is not limited to, any indication of intent to harm a person or damage Organization property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent – this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct

Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme
Taking actions likely to cause bodily harm or property damage	Acts of violence
If you do that, I'm going to go ballistic!	Direct

❖ **TERMINATION**

Employee References

Chinatown CDC will provide the following information when asked for reference information: dates of employment and title of last position held of former employees. If the former employee provides a written release of information and waiver of claims, Chinatown CDC will also verify salary or wage last earned. Supervisors should consult with Human Resources before providing a reference for employees.

Involuntary Termination and Progressive Discipline

Violation of Chinatown CDC policies and rules may warrant disciplinary action. The Organization has established a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and Chinatown CDC may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, termination of employment. The Organization's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Chinatown CDC, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor. All Organization-owned property, including but not limited to cell phones, keys, uniforms, identification badges, and credit cards, must be returned immediately upon separation of employment.

Reductions in Force

Under some circumstances, Chinatown CDC may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the Organization will provide legally required advance notice, or even if not legally required will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Chinatown CDC will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

CONFIRMATION OF RECEIPT

I have received my copy of the Organization's employee handbook, which includes the Organization's "Equal Employment Opportunity" and "Anti-Harassment" policies. I understand and agree that it is my responsibility to read and comply with the policies and procedures contained in the handbook.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the Organization. Chinatown CDC reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Chief Executive Officer of Chinatown CDC, no manager, supervisor, or representative of the Organization has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Chief Executive Officer has the authority to make any such agreement and then only in writing, signed by the Chief Executive Officer.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Chinatown CDC is employment at-will; employment may be terminated at the will of either the Organization or myself, with or without cause or prior notice. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Chinatown CDC and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Chinatown CDC.

Employee's Signature _____

Employee's Printed Name _____

Date _____