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O:\Foundation\Policies and Procedures\Personnel Policies\Employee Handbook\Cabrillo College Foundation Employee Handbook BOARD APPROVED 2-10-15.docx
ABOUT YOUR HANDBOOK

This handbook was designed to help you get acquainted with the Cabrillo College Foundation ("Cabrillo College Foundation" or "Foundation"). If you have just joined us, you may have questions about our operation, policies, procedures, and benefits. If you have been employed with us for a while, you may find this new edition to be a useful and handy reference. Not all Foundation policies and procedures are covered; however, we have tried to summarize the more important ones. Nothing in this Employee Handbook or any other personnel document, including benefit plan descriptions, creates, or is intended to create, a promise or representation of continued employment for any employee. Nor is it intended as a contract, either express or implied. This handbook supersedes and replaces all previous employee handbooks and/or personnel policies, to the extent the specific policy updated is substantially altered or eliminated in this version of the Employee Handbook. No oral statements or representations can in any way change or alter the provisions of this handbook.

The intent of this handbook is to give you a brief up-to-date view of the Foundation and those policies that will affect you the most. Every attempt has been made to ensure the information in the handbook is accurate. Consult with your supervisor or manager if any of the information in this handbook is unclear. Cabrillo College Foundation’s employees are employed at-will and may be terminated, or the terms and conditions of employment may be changed, with or without cause, for any or no reason at any time. Other than a written agreement signed by the Executive Director of the Cabrillo College Foundation, no one has the authority to make any agreement for employment other than for employment at-will or to make any agreement limiting Cabrillo College Foundation’s discretion to modify the terms and conditions of employment.

Because the Cabrillo College Foundation is an ever-changing organization and because of changes in the law, the Foundation reserves the right to add to, delete, modify, amend or otherwise change this handbook (except for the employment at-will status) or any of our policies, benefits and practices at any time with or without notice (except that future changes to these policies and procedures are not intended to interfere with compensation and benefits that have vested under these policies). The Foundation will do its best to keep you informed in a timely way of any changes affecting your employment. However, you should always check with our Executive Director for the current status of any policy or procedure.

Foundation benefit plans are defined in legal documents, such as insurance contracts, plus official plan-benefit texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents will govern, not the informal wording of this handbook.

Except where otherwise noted, this handbook applies to both exempt and non-exempt employees. This Employee Handbook is the property of the Cabrillo College Foundation.
WELCOME ABOARD!

It is a pleasure to welcome you as an employee of the Cabrillo College Foundation. You are an important part of this team, for your work directly influences our success in achieving our mission and contributes to the reputation of the Cabrillo College Foundation. We pride ourselves on our openness, tolerance, and respect for others.

The Cabrillo College Foundation is a private philanthropic organization governed by an independent Board of Directors. The Foundation was established in 1962 as a non-profit, tax-exempt 501(c)(3) organization. The Foundation’s mission is to provide aid supplementary to public tax dollars for the support and benefit of Cabrillo College. See the most recent Cabrillo College Foundation Annual Report to see how the Cabrillo College Foundation is ranked among the top community college foundations in the nation. The success of the Foundation depends on extensive teamwork and the cooperation between our staff, the Board of Directors and Cabrillo College. Therefore, it is extremely important for employees to perform their jobs to the utmost level of professionalism and commitment. Our success will largely be due to the cooperation, hard work, and commitment to excellence that we all share.

Please take the time to carefully read this handbook, save it for future reference, sign the Handbook Receipt and Acknowledgment form and return it to your manager. Should you have any questions regarding its contents, do not hesitate to ask your manager.

We are pleased with your decision to join our organization and look forward to a positive and mutually rewarding relationship. We extend to you our personal best wishes for your success. Good luck in your new position and, again, welcome to our team!
I. THE WAY WE WORK: OUR POLICIES & PROCEDURES

WORK LIFE
Employees are the most valuable resource of the Cabrillo College Foundation. Our success as a leading philanthropic organization is dependent upon the innovative expertise, talent, and dedication of our employees. We value the importance of each individual to the organization and, at the same time, we recognize that our success depends on our ability to work together towards common and shared goals.

Our objective is to have an open environment that enables employees to work to their full potential. We have worked hard to develop positive employment practices that recognize individual needs, talents, and contributions. While the health and long-term viability of our organization depends on accomplishing our mission, we recognize that the opportunity to do meaningful and satisfying work in a quality environment is important to all of us. In our experience the very best work environment is achieved through direct and open communication - so let us know what you think.

Employees are encouraged to examine and discuss issues, seek information, offer ideas and explore and resolve problems as they arise. Consider your manager as a primary resource for these activities. Your manager also learns from you and needs to know about problems that arise while doing your job. Ongoing discussion with your manager will produce the kind of communication that helps you find satisfaction and success in your work. In addition, other management team members are always available to talk about issues of importance to you.

EQUAL EMPLOYMENT PRACTICES
The Cabrillo College Foundation is an equal-opportunity employer. We are committed as an organization to provide an environment free from any type of discrimination or harassment. This commitment applies to all persons involved in the operations of the Foundation and prohibits unlawful discrimination by any employee of the Cabrillo College Foundation, including supervisors and co-workers. Our business and personnel practices are designed to insure the full realization of equal-employment opportunity. The Cabrillo College Foundation wants to have the best available person in every job. Our decisions are based on merit, and our policy is to comply fully with all federal, state and local equal-employment-opportunity laws.

The Cabrillo College Foundation will not discriminate against qualified applicants or employees with respect to any terms or conditions of employment, based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military-service status, or any other characteristic protected by state or federal law or local ordinance.

To the extent applicable, in accordance with applicable federal and California law protecting qualified individuals with known disabilities, the Cabrillo College Foundation will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the Foundation, if the person is otherwise qualified to safely perform all of the essential functions of the position. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact the Executive
Director and request an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Foundation will then engage in a good faith interactive process to determine effective reasonable accommodations, if any, in response to such a request.

If you believe that you have been subjected to any form of unlawful discrimination, you should report the facts of the incident or incidents, names of the individuals involved, and the names of any witnesses to the Executive Director or, alternatively, any manager or Board member at the Foundation whom you feel comfortable reporting such conduct. The Foundation will promptly and thoroughly investigate all claims of discrimination and attempt to resolve the situation. If the investigation substantiates the allegations of the complaint, effective remedial action will be taken to stop the conduct from occurring and to prevent it from recurring in the future. The Foundation will also take action to remedy any loss suffered by an employee as a result of discrimination. The Foundation’s decision and related action will be communicated to the reporting employee. No action will be taken against any employee in any manner for reporting or opposing any form of unlawful discrimination and/or discrimination harassment.

EMPLOYMENT AT-WILL
The employment relationship is based on the mutual consent of the employee and the Foundation. Accordingly, the relationship between the employee and the Foundation is for an unspecified term and considered employment at-will. No one other than the Executive Director of the Foundation has the right or authority to enter into any agreement for different terms of employment. Only the Executive Director of the Foundation can enter into an agreement for a specified term or for an employment relationship other than at-will and only if it is done expressly in a written agreement signed both by the Executive Director and the employee. Consequently, the employment relationship with any employee can be terminated at will, either by the employee or the Foundation, with or without cause or advance notice. Other than written agreements signed by the Executive Director of the Foundation, this at-will clause supersedes all prior written or oral agreements between the Foundation and any of its employees, directors, or agents and the employee.

POLICY AGAINST UNLAWFUL HARASSMENT AND COMMITMENT TO HARASSMENT-FREE WORKPLACE
The Cabrillo College Foundation is committed to maintaining a working environment that is free of unlawful discrimination, harassment, interference and/or bullying. Foundation employees must treat each other and those with whom they come in contact with courtesy and professionalism. The Foundation strongly disapproves of and will not tolerate harassment based on race, color, religion, sex, gender, sexual orientation, national origin, age, disability, veteran status, genetic information, marital or registered domestic partner status, or other protected categories. This policy has been developed to ensure a work environment free from harassment. Such harassment can be illegal and extremely harmful both to the persons subjected to it and to the achievement of our common goals. This policy is being issued to inform all Cabrillo College Foundation employees what the Foundation considers to be harassment and how the Foundation will respond. The Foundation will make every effort to ensure that all personnel are familiar with this policy and understand that the Foundation will investigate thoroughly and resolve appropriately any complaint of harassment.
received. We welcome any questions, comments, and suggestions as to how this policy may be improved.

In keeping with this commitment, the Cabrillo College Foundation is committed to maintaining a working environment that is free of unlawful discrimination and harassment. In keeping with this commitment, the Foundation has a “zero tolerance” policy regarding unlawful harassment of any sort by and/or against anyone, including any supervisor, grantee, applicant, co-worker, consultant, client or vendor. We expect you to accomplish your work in a businesslike manner and to respect the dignity and well-being of your fellow employees, grantees, applicants, consultants, clients, vendors and the like. Any employee who has committed acts which are found to be in violation of this Policy Against Unlawful Harassment will be subject to disciplinary action, up to and including dismissal.

The Cabrillo College Foundation believes that the elimination of unlawful harassment begins with its prevention and the Foundation remains committed:

- To publicizing this policy to all employees of the Foundation, and to provide new employees with a copy of this policy when they start employment, to ensure their understanding of their rights and obligations under this policy, and the procedures for filing complaints under this policy;
- To developing methods to sensitize all employees to issues of harassment; and
- To maintaining effective procedures for the enforcement of this policy and for the filing of complaints under this policy.

Prohibited harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as race, color, national origin, ancestry, sex, gender, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military-service status or other protected status group, or based upon a protected activity (such as filing a discrimination or harassment complaint or opposing discriminatory practices). This policy applies to all persons involved in the operations of the Foundation and prohibits unlawful harassment by any employee, whether committed by supervisory or non-supervisory personnel.

Unwanted or unwelcome harassment includes: (1) slurs, epithets, threats, degrading remarks, jokes, tricks, insults, teasing or gestures; (2) displaying or passing around objects or pictures offensive, for example, to a protected group; and (3) any conduct which has the purpose or effect of substantially interfering with a person's work performance or of creating an intimidating, hostile or offensive work environment.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance.
performance or creating an intimidating, hostile, or offensive working environment. This policy prohibits unlawful sexual harassment by any employee, whether committed by supervisory or non-supervisory personnel, as well as by nonemployees.

Sexual harassment may include, but is not limited to:

- **verbal** conduct such as:
  - repeated offensive or unwelcome suggestive comments, flirtations, advances or explicit sexual propositions
  - making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress
  - making or threatening reprisals after a negative response to sexual advances
  - sexual innuendo, sexually-oriented "kidding", "teasing" or "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures
  - continual or repeated verbal abuse or degrading remarks of a sexual nature
  - sexually degrading words to an individual, or suggestive or obscene letters, notes, cards, e-mails or invitations

- **visual** conduct such as the display of foul, obscene or sexually explicit printed or visual material (including e-mail transmissions and material on your computer screen), or

- **physical** conduct of a sexual nature such as, touching, sexual assault or battery, patting, coerced sexual acts, pinching, hugging, brushing against another’s body, impeding, crowding or blocking of normal movements, flirtations which are unwelcome, leering or whistling.

This behavior is unacceptable in the workplace itself and in other work-related settings, such as business trips and business-related social events.

**HOW TO REPORT VIOLATIONS - OUR COMPLAINT PROCEDURE**

If you feel you have witnessed or experienced prohibited harassment, please **immediately** bring it to the attention of your manager, the Executive Director, the President of the Board or any manager to whom you would feel comfortable reporting the complaint. You are encouraged to give a written or verbal report of such prohibited harassment promptly to prevent the conduct from becoming severe and widespread, even though you may be reluctant to report such conduct. Your complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, the dates and times of the alleged harassment, direct quotations when language is relevant, and any documentary evidence (notes, pictures, cartoons, etc.). A claim of harassment may exist even if the employee has not lost a job or some economic benefit.

All such internal complaints will be investigated promptly, objectively and thoroughly. All investigations will be handled with discretion, sensitivity and due concern for the dignity of those involved and will be as thorough as necessary. Anyone who is alleged to have committed acts of harassment will be contacted during the investigation and permitted to respond to the specific
allegations. If the investigation substantiates that misconduct has occurred, effective and appropriate remedial action will be taken consistent with the circumstances involved. Any employee whose conduct has been found to violate this policy will be subject to remedial action (such as training or counseling) and/or disciplinary action that could range from a warning and a reprimand, up to termination of employment, depending on the circumstances. All parties involved (including the person reporting the conduct) will be informed of the results of the investigation. In addition, we will follow up the investigation to ensure that the problem has been resolved, that any harassment (if shown) has ended and that no retaliation has occurred. Finally, all documentation concerning the complaint and the investigation will be maintained in a file separate from the personnel file of the person making the complaint.

No employee will suffer retaliation or intimidation as a result of using our internal complaint procedure or voicing a complaint. Retaliation is a serious violation of this policy and should be reported immediately. The Cabrillo College Foundation will not knowingly retaliate against someone who makes a complaint and will not tolerate retaliation against an individual for reporting harassment, assisting in making a harassment complaint, or cooperating in an harassment investigation. Any person found to have retaliated against another individual for reporting conduct in violation of this policy will be subject to the same disciplinary action provided for individuals whose conduct is found to be a violation of this policy.

In addition to the Foundation’s internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and appropriate state agencies (such as the California Department of Fair Employment and Housing (DFEH)) investigate and prosecute complaints of unlawful harassment in employment. Employees who believe that they have been unlawfully harassed may file a complaint with either of these agencies. The EEOC and the appropriate state agency serve as neutral fact finders and attempt to help the parties voluntarily resolve disputes.

**A Word about Liability for Harassment**

Any employee, whether a co-worker, supervisor or manager, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including discharge from employment. Any employee who engages in prohibited harassment may also be held personally liable for monetary damages in any legal action. Any manager or supervisor of the Cabrillo College Foundation who knows about harassment and takes no action to stop it or fails to report the harassment to the Executive Director or the Foundation Board President may also be subject to discipline up to and including discharge.

We have developed this Policy to ensure that all of our employees can work in an environment free from harassment prohibited by this Policy. The Cabrillo College Foundation will make every effort to ensure that all its personnel are familiar with this Policy and know that any complaint will be thoroughly investigated and appropriately resolved.

**PROTECTING CONFIDENTIAL INFORMATION OF THE FOUNDATION**

Information about the Cabrillo College Foundation, its directors, employees, consultants, donors, and vendors is to be kept confidential and divulged only to individuals within the Cabrillo College Foundation with both a need to receive and authorization to receive the information. If in doubt as
to whether information should be divulged, you should err in favor of not divulging information and discuss the situation with your manager or one of the Foundation’s officers.

All records and files maintained by the Foundation are confidential and remain the property of the Cabrillo College Foundation. Records and files are not to be disclosed to any outside party without the express permission of Executive Director. Confidential information includes (whether hard copy, stored electronically or otherwise) information not otherwise generally known to the public, such as: financial records; presentation materials, business, marketing, and strategic plans; personnel and payroll records regarding current and former employees; personal information about board or staff, including their home address, cell numbers, personal email address and home telephone number; the identity of, contact information for, and any other account information on program recipients, consultants, and vendors; and any other documents or information regarding Foundation operations, procedures, or practices. Confidential information may not be removed from the offices of the Cabrillo College Foundation without express authorization.

Confidential information obtained during or through employment with the Foundation may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. The Foundation reserves the right to take any legal action to prevent impermissible use of confidential information and to recover damages incurred as a result of the impermissible use of confidential information. Employees may be required to enter into written confidentiality agreements confirming their understanding of the confidentiality policies of Foundation.

A Special Word About Laptops/PDAs/Cell Phones and Safeguarding Confidential Information
Due to their obvious small size and portability, laptops and tablets (such as an iPad or a Droid tablet) require special care. Any Cabrillo College Foundation confidential information stored on a laptop (or other portable electronic storage devise such as a flash drive or external hard drive) must be protected from disclosure as a result of theft or other loss. Confidential information should not be stored on a laptop in the first place or otherwise copied for the Foundation network. Authorization to store confidential information on a Foundation laptop must always be first obtained from the Executive Director and such information must always be encrypted when authorization is given. Violation of this policy will be dealt with severely and may result in disciplinary action, up to and including termination.

Finally, because technology exists to intercept cell phone conversations, employees should always be sensitive to this risk and take proper precautions when discussing confidential or sensitive matters.

ETHICAL STANDARDS AND COMPLIANCE WITH THE LAW
The Cabrillo College Foundation has an excellent reputation for conducting its business activities with integrity, fairness and in accordance with the highest ethical standards. The Foundation is committed to maintaining the highest standards of conduct and ethics. The Foundation’s policy is to comply with all laws and regulations that apply to its business, regardless of the jurisdiction in which the business is conducted. All Foundation employees contribute to our reputation, one of our most valuable assets. As an employee, you enjoy the benefits of that reputation and are
obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards, please discuss it with the Executive Director or the Board President.

WHISTLEBLOWER POLICY

Fraudulent or Dishonest Conduct

This Whistleblower Policy reflects the practices and principles of behavior that support the Foundation’s commitment to maintaining the highest standards of conduct and ethics. Every employee is expected to read and understand the Whistleblower Policy and its application to the performance of his or her responsibilities.

The Foundation will investigate any possible fraudulent or dishonest use or misuse of Foundation resources or property by management, staff, or volunteers. The Foundation will take appropriate action against anyone found to have engaged in fraudulent or dishonest conduct, including disciplinary action by the Foundation, or civil or criminal prosecution when warranted.

All employees of the Foundation are encouraged to report possible fraudulent or dishonest conduct (i.e., to act as a “whistleblower”), pursuant to the procedures set forth in the next section.

How to Report

Concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to directly to the Executive Director, the Chair of the Audit Committee or the Chair of the Finance Committee of the Board.

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

- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Fraudulent financial reporting;
- Pursuit of a benefit or advantage in violation of the Foundation’s conflict of interest policy;
- Misappropriation or misuse of Foundation resources, such as funds, supplies or other assets;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked.

Whistleblower Protection

Employees of the Foundation may not retaliate against a whistleblower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the term or conditions of the whistleblower’s employment, including but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or wages. Whistleblowers who believe that they have been retaliated against may file a written complaint with the Executive Director or the Chair of the Audit Committee of the Board. Any report of retaliatory conduct will be objectively, timely and thoroughly investigated. If a report of retaliation is substantiated, appropriate disciplinary action, up to and including discharge, will be taken. If you have questions on the interpretation of this policy, contact the Executive Director.
NON-FRATERNIZATION

The Cabrillo College Foundation desires to avoid misunderstandings, actual or potential conflicts of interest, and complaints of favoritism, possible claims of sexual harassment, and the employee morale and dissension problems that can potentially result from romantic relationships between managerial, supervisory and other employees within the Foundation.

Employees, both managerial and non-managerial, are discouraged from becoming romantically involved with other employees. Managers and supervisors are prohibited from dating or pursuing romantic or sexual relationships with employees whom they supervise, directly or indirectly. In the case of any such relationship, the Foundation, in its sole discretion, may determine that the personal relationship in question creates a conflict of interest, cause legal liability, or present concerns regarding supervision, safety, security or morale. In such a situation, the Foundation may take whatever action it deems appropriate, up to and including transfer or termination.

Any supervisor or manager involved in such a relationship should immediately fully disclose the relevant circumstances to management so that a determination can be made as to the effect of the relationship on the Foundation. Failure to do so can result in disciplinary action, up to and including termination.

DRIVING ON FOUNDATION BUSINESS

The Foundation will reimburse at the rate established by the Internal Revenue Service for mileage on Foundation business. If you drive your own personal vehicle on Foundation business, you need to:

- Possess and carry a current, valid driver's license for the state in which you reside.
- Carry proof of auto insurance in the car at all times.
- Practice defensive driving techniques at all times to guard your safety and the safety of others. Abide by all safety regulations, such as wearing a seat belt, and abide by all traffic regulations, laws and ordinances.
- Promptly and properly report all accidents, including personal injury, to your immediate supervisor regardless of whether there is apparent damage and/or injury.
- Never operate a Foundation vehicle or a personal vehicle on Foundation business when you are under the influence of alcohol or drugs.
- The Foundation's insurer may make periodic checks of the driving records of employees whose duties include driving on Foundation business. Please contact the Executive Director immediately if you have more than two points on your driving record and/or are convicted of driving under the influence of alcohol or drugs.

If your position with the Foundation requires the use of a personal vehicle in order to perform an essential function of your job, you must supply the Foundation with proof of insurance which provides for the following minimum levels of coverage:

- Bodily injury coverage of $100,000 per person and $300,000 each accident and property damage coverage of $50,000 per accident; or
- $300,000 combined single limit.
Staff who have a minimum of $300,000 combined single limit are allowed to drive and transport passengers on Foundation business. Staff members who do not meet the minimum of $300,000 combined single limit are not allowed to drive on Foundation business.

Failure to comply with our policy on the use of a Foundation or personal motor vehicle will result in disciplinary action up to and including termination.

**Safe Practices When Driving**
In the course of daily operations, employees may find themselves traveling or needing to place a business call while out on the road. Safety must be the first priority while driving on Foundation business. Employees should wear safety belts, follow all posted signs and speed limits and take sufficient breaks when driving for extended periods of time. Many driving accidents are attributed to “driver inattention.” Anything — drinking coffee, reading a map, changing the radio station or talking on a cell phone — that distracts the driver from this focus, is a concern. Drivers should make every effort to minimize distractions. Drive responsibly.

**Cell Phones & Driving**
The Cabrillo College Foundation encourages the safe use of cellular telephones by employees who use such telephones to conduct Foundation business. Use of cellular phones by employees while driving on Foundation business should be kept to an absolute minimum and any use while driving must be in strict compliance with any legal requirements. Effective July 1, 2008, California law prohibits any cell phone use while driving unless the driver’s hands are freed up through a hands-free device (such as Blue Tooth, a headset or a cell phone integrated with the vehicle’s speaker system). As a result, try to plan your cell phone calls so they can be made before you start driving. The following are some common sense rules to guide you:

- Use extreme care when using cellular phones while driving; avoid making unnecessary calls; personal, non-business phone calls are to be avoided;
- Keep the phone where it is easy to reach and see in order to avoid looking away from the road while driving;
- Familiarize yourself with your cell phone’s operations before use;
- Try to avoid dialing while driving: have a passenger dial the number for you; pull to the side of the road to a safe area and stop the vehicle, then make the call; use a cell phone with programmable dialing for frequently used numbers or voice-activated dialing.
- Let the party you are speaking to know that you are on a cell phone;
- Keep conversations to a minimum.
- Be ready to end your conversation if driving conditions become hazardous or if safety
is compromised;

- Don’t read or take notes while driving;
- Let your cell phone voicemail pick up incoming calls when you are driving.

Finally, because technology exists to intercept cell phone conversations, employees should always be sensitive to this risk and take proper precautions when discussing confidential or sensitive matters.

Employees who are found to have violated this policy may be subject to disciplinary action up to and including termination from employment.

**USE OF FOUNDATION EQUIPMENT**
The Foundation’s equipment, such as telephone, postage, facsimile and copier, is intended to be used for business purposes. An employee may only use this equipment for non-business purpose in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Foundation (such as personal long distance telephone calls) should be reported immediately to the Accounting office so that reimbursement can be made.

**TELEPHONE USE**
Personal telephone calls should be kept to a minimum. Personal telephone calls tie up telephones, disrupt the employee's work, and also the work of other employees in the vicinity. Use common sense, tact, and good judgment. Tell the individual who calls that the Foundation strongly discourages personal telephone calls during business hours. Employees should make personal telephone calls on breaks or during their lunch hour.

The Foundation understands that there may be rare occasions when an employee may need to take care of emergency personal business using a cell phone/PDA (such as an iPhone, Droid, Blackberry etc.) and permits such very limited interruptions as explained above. Use of a cell phone/PDA (whether Foundation-issued or not), however, for personal business must be kept to a minimum. The Foundation reserves the right to ban cell phone/PDA use in the work area when the privilege is abused.

**PERSONAL APPOINTMENTS**
Employees should schedule all personal appointments, if possible, on their own time. Saturdays or lunch hours are preferred. However, in some cases, the Foundation realizes that it may be necessary to come in late or leave early. Employees must report all appointments scheduled during their regular work hours to their supervisor at least 24 hours prior to the appointment if possible.

**PERSONAL APPEARANCE**
What an employee wears to work is a reflection of the pride all employees have in the Foundation, in what employees do, and in themselves. The Cabrillo College Foundation has established a reputation for professionalism and a professional appearance by its employees. Our personal
appearance guidelines were developed to ensure a neat and professional appearance at all times, subject to any existing legal requirements. Although an employee and his/her supervisor are the best judge of what is appropriate clothing, in case questions arise, set forth below are some general guidelines for our employees:

1. Office personnel may not wear shorts, exercise wear, sweat pants, holey or frayed clothes.
2. Beards and/or mustaches are to be kept neat and trimmed.
3. Hair is to be neat and styled prior to arriving to work.
4. On casual Fridays, apparel should be neat and professional.
5. For employees who interact with the public, tattoos should be limited to a small one-inch tattoo and may not be located on the face or neck.

Generally, employees should observe common sense rules of neatness and attire appropriate for their working environment. Although an employee and his/her supervisor are the best judge of what is appropriate clothing, in case questions arise, please contact the Executive Director.

USE OF ELECTRONIC INFORMATION SYSTEMS
The Cabrillo College Foundation provides various Electronic Information Systems to authorized employees to assist them in performing their job duties for the Foundation. Each employee has a responsibility to use the Foundation’s Electronic Information Systems in a manner that increases productivity, enhances the Foundation’s public image, and is respectful of other employees. Failure to follow the Foundation’s policies regarding Electronic Information Systems may lead to loss of access and/or disciplinary measures, up to and including termination of employment. Moreover, the Foundation reserves the right to advise appropriate legal authorities of any violation of law by an employee.

Cabrillo College Foundation Electronic Information Systems consists of all electronic devices, software, and means of electronic communication including, but not limited to, the following: telephones: email, fax machines, modems, copiers, voicemail systems, personal computers, external hard drives, flash drives, cellular phones/PDAs (such as iPhones, Droid-based cell phones and Blackberries etc.); personal organizers; pagers, laptops, netbooks, tablets, Foundation-run networks, and network servers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; email and instant messaging (IM).

PLEASE NOTE: All persons using the Foundation's Electronic Information Systems are on notice that the Foundation reserves the right to access, search, review, and copy all information on its Electronic Information Systems (including information that the user might consider personal). Employees should expect that any information placed on the system may be read or reviewed without notice to the employee.

Employees shall not:
- Misrepresent their identity, position or responsibilities when accessing, composing, sending or receiving communications or information on the systems.
- Bypass the virus scanning software and procedures established by the IT Department.
• Use the systems for personal gain or to solicit, proselytize or promote any matters not related to the business of Cabrillo College Foundation including, without limitation, commercial matters, religious or political causes or outside organizations;
• Use the systems to transmit Foundation confidential business information, copyrighted materials, trade secrets, proprietary financial information or privileged information, whether or not it has been designated as such, without prior authorization;
• Use the systems to send, receive, store, copy or utilize copyrighted materials, trade secrets, proprietary financial information, or similar materials belonging to any other person or entity without their authorization;
• Access or attempt to access any communication or information that is not sent to or intended for them;
• Use another employee’s password or code without prior approval of the employee and Foundation management;
• Use the systems in a manner that unnecessarily increases the cost of operating the systems, such as unnecessarily attaching documents or files to email and Internet communications.
• Use the systems for any purpose or in any manner otherwise inconsistent with Foundation’ policies, nor shall employees use the systems in a manner or for a purpose which is fraudulent, deceptive or which violates any laws, rules or regulations.

While the Foundation permits its employees to engage in occasional personal use of the Foundation's Electronic Information Systems, employees using the Foundation's systems for personal use should do so with the understanding that such use:

• must not in any way interfere with or impede the Foundation's business,
• be undertaken on personal time, be occasional and minor;
• not interfere with the employee’s, or another employee’s, job responsibilities;
• not interfere with use of the Foundation Electronic Information Systems;
• must be promptly discontinued at the request of the Foundation’s management, and
• is expressly subject to all of the provisions of this Guideline (as well as all other applicable Foundation Policies and Guidelines).

In particular, employees are expected to exercise good judgment and restraint in their personal use of the Internet. Cabrillo College Foundation assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on the Electronic Information Systems. The Foundation accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any Foundation property. The Foundation strongly discourages employees from storing any personal data on any of the Foundation’s Electronic Information Systems.

Prohibited Uses:
Foundation electronics systems may not be used for any of the following unacceptable practices:

• Viewing, storing, downloading or forwarding pornographic or sexually explicit images or other obscene material.
• Sending email that is obscene, racist, harassing, abusive, intimidating, or otherwise offensive.
• Any form of hacking, including attempting to gain access to restricted resources inside or outside the Foundation's network; impersonating another user; and/or damaging or depleting the file of another user.
• Downloading, installing or using unlicensed or unauthorized software.

**Acts that might create a "hostile environment"**
Use of the Systems in a way that violates the Foundation's Policy against harassment or to circulate or intentionally access material that is obscene, pornographic, offensive, threatening, defamatory, objectionable or unwelcome to coworkers is expressly prohibited.

**E-Mail Policy**
Every Foundation employee is responsible for using the electronic mail (E-mail) system properly and in accordance with this policy. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Foundation mail system. Any questions about this policy should be addressed to the Executive Director.

The E-mail system is the property of the Cabrillo College Foundation. The Foundation provides e-mail access for use in conducting Foundation business. All communications and information transmitted by, received from, or stored in this system are Foundation records and property of the Foundation.

The Foundation, in its sole discretion as owner of the E-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-mail system, for any reason and without the permission of any employee. Even if employees use a password to access the E-mail system, there is no confidentiality of any message stored in, created, received, or sent from the Foundation E-mail system. Use of passwords or other security measures does not change in any way the Foundation's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to Foundation management as E-mail files may need, for example, to be accessed by the Foundation in an employee's absence.

Employees should be aware that deletion of any E-mail messages or files will not truly eliminate the messages from the system. All E-mail messages are stored on a central back-up system in the normal course of data management. Even though Foundation has the right to retrieve and read any E-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of Foundation management.

The Foundation's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no E-mail messages should be created, sent, or received if they contain intimidating, hostile,
defamatory or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The E-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations. The E-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary business and financial information, or similar materials without prior authorization from Foundation management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the Executive Director.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. E-mails are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. E-mail records and computer files may be subject to discovery in litigation; users should write E-mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Foundation letterhead.

Any employee who discovers misuse of the E-mail system should immediately contact your manager or the Executive Director. Violations of the Foundation’s E-mail policy may result in disciplinary action up to and including termination. Foundation reserves the right to modify this policy at any time, with or without notice.

Sending Unsolicited E-mail (spamming)
Without the express permission of their supervisors, employees may not send unsolicited e-mail.

Internet Policy
The Cabrillo College Foundation recognizes that the Internet can be a valuable source of information and research to the Foundation’s business. Certain employees may be provided with access to the Internet to assist them in performing their jobs. In addition, e-mail can provide excellent means of communicating with other employees, our program grant recipients, members of our giving community, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment. Employees are expected to use good judgment in Internet use. "Surfing the Net" is not a legitimate business activity. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Disclaimer of Liability for Use of Internet
The Cabrillo College Foundation is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive
content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Foundation to act as an official representative of the Foundation, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the Cabrillo College Foundation."

**Duty Not Waste Computer Resources**

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

**Monitoring Computer Usage**

Cabrillo College Foundation has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users as noted above in the Email Policy Section. Monitoring includes the review, copying or deletion of e-mail messages, or the disclosure of such messages or files to other authorized persons.

**Blocking of Inappropriate Content**

The Foundation may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Foundation networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Foundation blocking software.

**Games and Entertainment Software**

Employees may not use the Foundation’s Internet connection to download games or other entertainment software, or to play games over the Internet.

**Accessing the Internet/Virus Protection**

Files obtained from sources outside the Foundation, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Foundation’s computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Foundation sources, without first scanning the material with Foundation-approved virus checking software. If you suspect that a virus has been introduced into the Foundation’s network, notify the Executive Director immediately.
Under no circumstances are employees permitted to use the Foundation’s Electronic Information Systems to access, download, or contribute to Internet sites that contain inappropriate content such as gross, indecent, or sexually-oriented materials; gambling; and information related to illegal drugs. Additionally, employees may not use the Foundation’s Electronic Information Systems to sign guest books at Web sites or to post information to any Web sites, including posting messages to Internet news groups or discussion groups at Web sites. These actions will generate junk electronic mail and may expose the Foundation to liability or unwanted attention because of comments that employees may make. The Foundation strongly encourages employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

**Blogging/Social Media (e.g. Facebook, Pinterest, Google+)**

The Cabrillo College Foundation respects the right of its employees to have personal blogs or engage in blogging or social media on their own time using their personal computers. Employees posting information relating to the business and activities of the Foundation must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of the Cabrillo College Foundation." Some common sense tips to avoid problems:

**Don’t Tell Secrets.** Common sense at work here; it's perfectly OK to talk about your work and have a dialog with the community, but it's not OK to publish the confidential information of the Foundation. Do not disclose personal information about other individuals. There's an official policy on protecting the Foundation’s confidential information, but there are still going to be judgment calls. If the judgment call is tough, you should have the Executive Director sign-off before you publish.

**Think About Consequences.** It's all about judgment: using your weblog or social media to disparage or embarrass the Foundation, its program recipients, donors or your co-workers, is not only dangerous but wrong. Try to uphold Foundation's reputation for integrity. In particular, ensure that your comments are truthful, accurate, fair and can be substantiated, and avoid disparaging or defamatory comments about individuals.

**Disclaimers.** As noted above, depending on what you are blogging or communicating in social media, a disclaimer may be required by the Foundation. Many bloggers put a disclaimer on their front page saying who they work for, but that they're not speaking officially. This is good practice, but don't count on it to avoid trouble; it may have limited legal effect.

**LICENSE RESTRICTIONS AND ILLEGAL COPYING**

All software in use on the Foundation’s Electronic Information Systems is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the Foundation’s computers, by any means of transmission, unless authorized in writing in advance by your manager. Authorization for loading software onto the Foundation’s computers should not be given until the software to be loaded has been thoroughly scanned for viruses.
Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Executive Director.

CONFLICTS OF INTEREST
Our employees are expected to devote their best efforts and attention to the full time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Cabrillo College Foundation. The Cabrillo College Foundation maintains a high standard of conduct. The integrity of the Foundation is a valuable asset and is determined by the conduct of all employees. A conflict of interest exists when the employee's loyalties or actions are divided between Cabrillo College Foundation's interests and those of another. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with his/her immediate supervisor, or the Executive Director. Any exceptions to this guideline must be approved in writing by the Executive Director.

This guideline does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees should refrain, however, include the following:

1. Representing the Foundation in any transaction in which he/she has any undisclosed material connection of undisclosed financial interest. Such interest must always be disclosed.

2. Accepting personal gifts or entertainment from vendors, program grant recipients, or potential vendors.

3. Working for a vendor.

4. Using proprietary or confidential Foundation information for personal gain or to the Cabrillo College Foundation's detriment.

5. Using Foundation property, equipment or labor for personal use.

6. Committing the Foundation to give its financial or other support to any outside activity or organization.

7. Developing a personal relationship with a subordinate employee of Foundation that might interfere with the exercise of impartial judgment in decisions affecting the Foundation or any employees of the Cabrillo College Foundation.

If an employee or someone with whom an employee has a close relationship (a family member or close companion) has a financial or employment relationship with a program grant recipient or
potential grant recipient, vendor or potential vendor, the employee must disclose the relationship to the Executive Director. Employees should be aware that if they enter into a personal relationship with a subordinate employee or with an employee of a program grant recipient or potential grant recipient, vendor or potential vendor, and your position may influence a business decision as to that entity, a conflict of interest may exist that requires full disclosure to the Cabrillo College Foundation.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exception, may result in discipline, up to and including, termination of employment.

OUTSIDE EMPLOYMENT
In general, the Cabrillo College Foundation does not seek to interfere with an employee’s off-duty activities. However, the Foundation prohibits outside employment (including self-employment) that conflicts with employment at the Foundation, impacts the employee’s work performance or schedule, and/or affects the business interests of the Foundation. If you have any questions about this policy, please contact the Executive Director.

SUBSTANCE ABUSE
Cabrillo College Foundation is required by law to provide a safe and healthy work environment for you and all other employees. Further, Cabrillo College Foundation has adopted the goals of providing the best possible service to its clients and of always improving its public image. To achieve these goals, the Foundation has the following rules about the use, possession, and sale of drugs and alcohol by its employees.

Possessing, consuming, trafficking, selling or being under the influence of intoxicants, narcotics, marijuana or other controlled substances, alcoholic beverages, or illegal drugs on Cabrillo College Foundation’s premises or elsewhere on duty is prohibited and is grounds for disciplinary action, including immediate dismissal. Employees must not report for duty under the influence of any narcotics, intoxicants, marijuana, controlled substance, or illegal drug. This prohibition also includes any medication, including those prescribed by a doctor, which may in any way adversely affect your safety or the safety of others.

Employees are, however, permitted to consume alcoholic beverages on Cabrillo College Foundation’s premises if they have been invited to participate in a Cabrillo College Foundation-sponsored function. However, they are expected to exercise good judgment in the amount of alcohol that they consume.

EXTERNAL COMMUNICATIONS
Occasionally, employees may be contacted by outside sources requesting information about Foundation matters, including information regarding current or former employees, Foundation projects, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, any employee contacted by any outside source regarding the Foundation should immediately contact the appropriate Foundation official, as detailed below.
Media Inquiries
All media inquiries regarding the Foundation and its operations must be referred to the Executive Director. Only the Executive Director is authorized to make or approve public statements pertaining to the Foundation or its operations. No employee, unless specifically designated by the Foundation Executive Director, is authorized to make those statements. Any employee wishing to write, publish, post, blog or communicate through social media an article, paper, or other publication on behalf of the Cabrillo College Foundation must first obtain approval from the Executive Director before publication.
II. COMPENSATION

CATEGORIES OF EMPLOYEES
There are four (4) general payroll classifications of employment as shown below with associated eligible benefits.

Full-Time
Full-time employees are defined as those employees who are hired to work on a regular basis for forty (40) or more hours per week. They are eligible for the following benefits in addition to the government-administered benefits (i.e., social security, worker’s compensation, unemployment insurance, and state disability).

Holidays
Paid Time Off (PTO)
Group Medical and Dental Insurance
Life Insurance
Short term and Long term Disability
Administrator Retiree Medical and Dental Benefits for those hired prior to August 20, 2009
Retirement:
  CalPERS
  457(b) for Executive Director only
  403(b)
Section 125 Flexible Benefits Program

Part-Time Eligible Employees
Part-time eligible employees are those scheduled to work fewer than 40 hours per week and 20 hours or more per week on a regular basis. Part-time employees scheduled for at least 20 hours per week on a regular basis (commonly referred to in these policies as “eligible” employees) are entitled to the same benefits as full-time employees on a prorated basis. For example, an employee scheduled for 20 hours per week is entitled to 50% of the benefits allowed a full-time employee.

Part-Time Non-Eligible Employees
Employees scheduled to work fewer than 20 hours per week receive government-administered benefits, CalPERS if they are already a member of CalPERS and may participate in the 403(b) plan.

Temporary Employees
Temporary employees are defined as those employees holding jobs of limited duration, usually not to exceed 39 consecutive weeks. A temporary employee will not change from temporary status to another status unless specifically informed of such change, in writing, by the Executive Director. Temporary employees receive government-administered benefits and CalPERS if they are already a member of CalPERS.
WORK WEEK/BUSINESS HOURS
Our standard work week consists of 40 hours scheduled within seven consecutive days. For accounting purposes, your pay covers time worked from 12:01 a.m. Monday through midnight on Sunday. Standard office hours are from 8:30 a.m. to 5:00 p.m., with a half-hour unpaid lunch, Monday through Friday, and the payroll week for computing overtime ends at midnight Sunday. Your specific hours of employment will be reviewed with you prior to employment or reassignment. The standard workweek may change from time to time because of operational needs and business requirements. Although the Foundation will work with an employee to arrange a convenient work schedule, the Foundation reserves the right to establish the final schedule.

REST PERIODS AND MEAL PERIODS

Rest Periods:
It is express Foundation policy to authorize and permit all employees to take paid rest periods in accordance with the law and/or regulation. Insofar as practicable a rest period shall be in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of ten (10) minutes net rest time per four (4) hours of work, or major fraction thereof. Rest periods may not be combined with meal periods or added onto meal periods, even at an employee’s request.

Meal Periods:
Employees will be provided an unpaid meal period of at least 30 minutes if working more than five hours in accordance with applicable law and/or regulation. Meal periods are mandatory. It is express Foundation policy that during meal periods, employees are to be relieved of all duty, cannot perform any work and are free to leave the office. Employees are required to record “beginning and ending” times on their time cards for each meal period.

PLEASE READ CAREFULLY: The Foundation will assume that employees are taking their meal and rest periods, unless the employee indicates otherwise. Any employee who believes that he or she is not being given rest periods or meal periods, or is being pressured or asked not to take his or her meal or rest periods by a manager in compliance with this policy should immediately contact the Executive Director. The Foundation will make any premium pay payments required by law for denied rest or meal periods. There will be no retaliation against any employee who comes forward with a complaint or concern as to meal or rest periods.

Expressing Milk: Finally, the Foundation will provide a reasonable amount of break time to reasonably accommodate employees desiring to express breast milk for the employee’s infant child. Such break time should be taken as concurrently with the employee’s rest period as possible.

PAY PERIODS
Paydays are once a month. Generally payday is on the last day of each month unless the last of the month is on a holiday, Saturday or Sunday in which case the payday is the last working day of the month. A service available to our employees is direct deposit via an automatic payroll deposit. If you have a checking or savings account at any bank we encourage you to use this service. Please
contact your manager for details. The Cabrillo College Foundation reserves the right to discontinue the service at any time for any reason.

**OVERTIME**
Cabrillo College Foundation provides compensation for all overtime hours worked by non-exempt employees in accordance with California and federal law. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. We will attempt to distribute overtime evenly and accommodate individual schedules. Only those hours that are actually worked are added together to determine an employee’s overtime pay. Compensated holidays, for example, are not hours worked and, therefore, are not counted in making overtime calculations.

Some employees are exempt from the overtime pay requirements of the law. Exempt employees are paid on a salary basis and are in executive, administrative, or professional positions. Deductions from the compensation of exempt employees will be made in accordance with the law. Employees exempt from overtime pay are informed of their status upon hire, transfer or promotion.

From time to time, you may be required to work overtime. Overtime may occur before or after the regular workday, on the weekend or on a holiday. You are expected to be flexible and available for overtime work when requested.

You may not work overtime unless you are authorized to do so in advance by your manager. If you continuously work overtime without permission, you may be disciplined, up to and including termination.

**TIMECARDS**
Non-exempt employees must record their actual time worked for payroll and benefit purposes for the current pay period. Non-exempt employees should record the time work begins and ends, as well as the beginning and ending time of each meal period. Non-exempt employees must also record any departure from work for any non-work-related reason. It is your responsibility to accurately record time on your time card and to certify the accuracy of all time recorded. Any errors in your timecard should be reported immediately to the Foundation’s Accounting Department, who will then attempt to correct legitimate errors.

All time worked by non-exempt employees, whether scheduled or unscheduled, overtime or straight time, authorized or unauthorized, must always be recorded exactly as it occurred. Working “off the clock” is expressly prohibited. An employee should immediately report to the Executive Director, any request/instruction by a manager to not record all time worked and work off the clock. Such conduct by a Foundation manager or supervisor is a violation of Foundation policy and will be dealt with severely.

Time cards must show hours worked during the current pay period. Please fill out and sign the time cards in ink. No employee (except managers) can write on another employee’s time card. Altering, falsifying, and tampering with time records, or recording time on another employee's time record is prohibited, or encouraging such activity, and subject to disciplinary action, up to
and including termination of employment. Any employee found intentionally falsifying time worked will be subject to disciplinary action, up to and including immediate dismissal.

**SALARY**

**Salary Increases**: Salary increases are discretionary, made on an individual basis, based on merit, and dependent upon the Foundation’s financial status.

**Salary Increases Except for Executive Director**: Regular salary increases for all staff (other than the Executive Director) are at the recommendation of the Executive Director. The Finance Committee has the discretion to change or eliminate the proposed salary increase if the CCF is doing poorly financially. If any salary increase is approved for the upcoming fiscal year, it is implemented as of July 1.

**Accounting Manager Compensation**: To be in compliance with Government Code Section 12856(g), the Executive Committee receives the recommendation of the Executive Director in regard to the Accounting Manager salary increases, then reviews and approves compensation, including benefits, of the Accounting Manager initially at time of hire and whenever the compensation is modified, unless the modification of compensation extends to substantially all employees.

**Executive Director Compensation**: Annual salary increases for the Executive Director are set by the Executive Committee at the time of the annual performance review in September. To be in compliance with Government Code Section 12856(g), the Executive Committee reviews and approves compensation, including benefits, of the Executive Director initially at time of hire and whenever the compensation is modified. Separate review and approval by the Executive Committee shall not be required if a modification of compensation extends to substantially all employees. The Board of Directors approve any Executive Director salary increases.

**Salary Surveys**: Salary surveys are conducted for all full-time employees every three years to determine if the minimum and maximum range for the positions are accurate. The first comprehensive salary survey will be conducted by January 2016 in advance of the February budget process. Thereafter the salary survey for full time employees will be conducted every three years (ie. January 2019, 2022, 2025, etc.) Additional salary surveys will be done on an as-needed basis.

**COLA**: COLA will be set as a part of the budgeting process. CCF may use Cabrillo College or other sources as a guide for a COLA increase. Each February during the time when CCF budgets are prepared, the proposed budget includes recommendations by the Executive Director for a COLA increase. The Finance Committee has the discretion to change or eliminate proposed COLA increases if the CCF is doing poorly financially. If any COLA is approved for the upcoming fiscal year, it is implemented as of July 1.

**SALARY ADVANCES**
The Cabrillo College Foundation does not give salary advances to employees. Any questions relating to this matter should be discussed with your manager.
DEDUCTIONS FROM PAY

Circumstances in Which the Employer May Make Deductions from Pay:
Deductions from pay are permissible when an exempt employee:

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees, or for military pay; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave. In these circumstances, either partial day or full day deductions may be made.

Deductions from Salaries of Exempt Employees
It is our policy to comply with the salary basis requirements of California law. Therefore, we prohibit all Foundation managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the Cabrillo College Foundation does not allow deductions that violate the California law.

What to Do If an Improper Deduction Occurs
If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Accounting Manager or your manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

PERFORMANCE APPRAISALS
Performance appraisals are intended to review your performance, define mutually agreed upon goals, to commend your strengths, and to point out areas for improvement and development. The goals are to be specific, measurable, attainable, relevant to the employee’s area of responsibility and time-based (i.e., to be achieved by June 30th or year-end for example). The written performance appraisal is an extremely important document and will serve as back-up for job actions taken such as salary increases, promotions or terminations.

Employee Performance Appraisal Process
For employees other than the Executive Director, your annual performance review should take place within six months of your initial hiring and prior to your hire anniversary date. The employee and manager meet to draft several goals. For the performance review meeting the manager
documents if the employee’s goals have been met. Goals are written for next year’s performance review at this meeting.

**Executive Director Performance Appraisal Review**

The Past President and President of the Cabrillo College Foundation along with the Cabrillo College Foundation Board evaluate the performance of the Executive Director. The performance will measure the employee’s success in reaching annual goals.

The Executive Director prepares a self-evaluation to be completed and submitted to the Board of Directors by July of each year. The Board of Directors responds anonymously to a survey requesting input on the Executive Director’s performance. Cabrillo College Foundation Past President writes performance review with input from the survey results, the Cabrillo College Foundation President, and the College President. The Cabrillo College Foundation Past President, Cabrillo College Foundation President, College President and Executive Director discuss and adjust next year’s goals as needed. The performance appraisal and yearly goals are approved by the Cabrillo College Executive Committee. The Cabrillo College President, Cabrillo College Foundation President, and Cabrillo College Foundation Past President meet with the Executive Director to discuss the performance appraisal. The entire process should be completed by August each year.
III. BENEFITS

PAID TIME OFF

Holidays
The Foundation will observe all paid holidays declared by the Cabrillo College Governing Board. Full-time employees will receive full holiday pay, while eligible part-timers will receive prorated holiday pay for the College holidays.

You will not be paid for holidays falling during an unpaid leave of absence. If a holiday falls during your vacation, you will be paid for the holiday and the day will not be charged as PTO.

Paid Time Off
We recognize the need for everyone to have time away from work to rest and relax. Vacations are therefore encouraged and paid time off (PTO) for full-time employees and eligible part-time employees is provided for this purpose. PTO is leave with pay in lieu of vacation and sick or personal leave days. It is recommended that employees take at least one week at a time for both health and office efficiency. Full-time employees and eligible part-time employees begin to accrue vacation at their hire date but are not eligible to use PTO until after completing 180 days of service.

PTO may be used for any reason, but must be approved in advance for scheduling purposes, except in the case of an emergency or unexpected illness. Unused PTO becomes a bank of paid time off for the employee’s use. All absences except jury duty are charged against accrued PTO.

Accrual of PTO begins with the first day of employment. The amount of each employee’s PTO is calculated each pay period. PTO accruals are based on the length of an employee’s service as follows:

- Full-time employees (other than the Executive Director) accrue 24 days of PTO for the first five years of service, and 27 days of PTO per year thereafter
- The Executive Director accrues 25 days of PTO per year for the first five years of employment, and 30 days of PTO per year thereafter.
- Part-time eligible employees accrue PTO at a pro-rated basis based on the number of scheduled hours. For example, an employee scheduled to work 30 hours per week earns ¾ of the PTO benefit given to full-time employees.

Following their first six months of employment, employees are encouraged to use their PTO. Unused PTO may be accumulated from one year to the next. Accumulation, however, may not exceed double the annual accrued PTO amount. In other words, if you work two years without taking vacation, your PTO will stop accruing. Once an employee has reached the maximum accumulation, the employee will stop accruing PTO until earned PTO hours have been reduced by a minimum of one day (8 hours). Accrual will then resume until the maximum level has been once again reached.

For your protection, a medical doctor's verification consistent with the “Medical Communications Policy” in this handbook may be required by your supervisor if an illness exceeds three (3) consecutive work days or if excessive absenteeism is occurring (subject to existing legal
requirements) before returning to work. Employees are to report their absence(s) daily directly to their manager and the Executive Director by phone or email before their regular starting time.

Vacations are to be taken considering the needs and schedule of the Foundation. For vacations greater than 1 week, it is recommended that employees notify the Executive Director with as much advance notice as possible. All vacation requests are subject to management approval to assure adequate coverage during the scheduled vacation. Employees must ordinarily give the Foundation four (4) weeks advance notice of their preferred vacation time. Although every effort will be made to accommodate your choice of time, we reserve the right to assign a specific time for vacation if business conditions warrant.

Time off for personal reasons may be taken as PTO by nonexempt employees for as little as one hour. Time off for partial-day absences for sickness or personal reasons by an exempt employee will be deducted from the exempt employee's PTO leave bank when the exempt employee takes at least four hours off work, subject to existing legal requirements.

Upon termination of employment, 100% of the earned, unused PTO will be paid at the employee’s then-current rate of pay. PTO hours may not be used to extend employment with the Foundation beyond the last day actually worked. An approved PTO form needs to be submitted to Payroll for absence due to vacation, personal time off, or sickness. The Foundation does not pay employees in lieu of taking PTO.

**Using PTO To Care For Family Members**

The foundation allows, in any calendar year, eligible employees to use their accrued PTO in the amount that would be at least the amount accrued in six months at the eligible employee’s accrued rate of entitlement to care for an ill family member. Family member is defined as child, parent, spouse or domestic partner. "Child" includes a biological, foster or adopted child; a stepchild; a legal ward; a child of a domestic partner; or child of a person acting as the parental legal guardian. "Parent" includes a biological, foster or adoptive parent; a stepparent; or a legal guardian.

PTO to care for ill family members is subject to all policies that apply to paid time off, including medical documentation, subject to any legal requirements. The Foundation’s attendance policy does not count paid time off taken to care for family members as an absence that could lead to discipline, demotion, suspension, or discharge.
INSURANCE BENEFITS
In addition to government-administered benefits, (i.e., social security, workers compensation, unemployment insurance and state disability), the Foundation presently provides, subject to availability, all eligible employees, the following additional benefits described below. The Foundation reserves the right to change the insurance coverage at any time and will provide notice of such a change to the current employees at the time of the change. For specific information on the Foundation’s insurance benefits, please request the information from the Executive Director.

GOVERNMENT-ADMINISTERED BENEFITS
State Disability Insurance
Employees are covered under the State Disability Insurance (SDI). The Foundation pays the premiums for this form of benefit. This insurance provides limited disability insurance benefits if illness or injury, not caused by the job, prevents an employee from working.

Upon timely application, benefits begin on the eighth (8th) day following the illness or injury. In such circumstances, the state will pay an eligible employee a percentage of regular earnings for a maximum period of time provided by law in any given year. Employees hospitalized or off work for more than seven (7) calendar days, due to illness or injury, may file a claim for State Disability Insurance benefits. The Executive Director will inform an employee on how to apply for such benefits.

An employee may use accrued paid time off, if any, to provide income during the period of disability. The Executive Director will help an employee coordinate the employee’s State Disability benefits and the use of accruals to determine pay.

Social Security
All employees of the Foundation participate in Social Security. The Foundation pays the employee contribution as required by law.

WORKERS COMPENSATION INSURANCE
All employees of the Foundation are covered by Worker’s Compensation Insurance. The Foundation pays the premium for this coverage. If an employee is injured or becomes ill arising out of employment with the Foundation, he/she is required to notify the Executive Director immediately no matter how minor the occurrence. It is the employee’s responsibility to turn in all doctor notes regarding his/her medical status to the Executive Director.

PAID FAMILY LEAVE INSURANCE PROGRAM
Paid Family Leave insurance is a component of the State Disability Insurance (SDI) program established under the California Unemployment Insurance Code. Paid Family Leave is unemployment compensation disability insurance and extends disability compensation to cover individuals who take time off of work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. The Paid Family Leave insurance program is fully funded by employees' contributions, similar to the SDI program. Paid Family Leave does not provide job protection or return rights. The rules, regulations and benefits of this insurance are governed by the California Employment Development Department.
CABRILLO COLLEGE FOUNDATION BENEFITS
Group Medical and Dental Insurance

Full-time employees and part-time eligible employees are entitled to medical and dental benefits up to the then-current Cabrillo College benefit amount. Employees working 90% to 100% are required to enroll in benefits. Eligible employees working less than 90% may choose to decline benefits and in that case are required to sign a Declination of Insurance Coverage form. If the Cabrillo College plan disallows a Cabrillo College Foundation employee, the Cabrillo College Foundation employee may obtain equivalent coverage from other providers. The foundation will pay the difference.

Your major medical insurance benefit begins the first of the month following your date of hire.

Life Insurance
Participation in the life insurance benefits program is automatic for full-time and part-time eligible employees, and the Foundation pays all of the cost. The Foundation’s insurance plan provides term life insurance.

For the non-managers, an amount equal to 1 times your annual rate of basic earnings, rounded to the next higher multiple of $1,000, if not already such a multiple, subject to a maximum of $75,000.

For managers, an amount equal to 1 times your annual rate of basic earnings, rounded to the next higher multiple of $1,000, if not already such a multiple, subject to a maximum of $100,000. In no event however, will your amount of life insurance be less than $10,000.

An application, including a medical history may be required for this level of insurance. Where the insurance company does not accept the application, the Foundation will seek another provider and will provide coverage using the premium amount with the cost not to exceed what the Foundation would have paid if the employee’s application had been accepted.

Short Term and Long Term Disability Insurance
For full-time and part-time eligible employees, participation in the short term and long term disability insurance benefits program is automatic, and the Foundation pays all of the cost. The general scope of benefit is 66 2/3% of salary to social security normal retirement age, after the 8 days for short term disability and 180 days for long term disability elimination period (see plan description for further information). Insurance benefits begin the first of the month following one full calendar month of employment. Upon request eligible employees will receive information in which the specifics of the coverage are outlined.

ADMINISTRATOR RETIREE MEDICAL AND DENTAL BENEFIT
Administrative staff hired after August 20, 2009, do not receive Administrator Retiree Medical and Dental Benefits. The two administrative staff at the foundation are the Executive Director and Associate Director.
The following is the description of the retirement benefit for medical insurance coverage for Cabrillo College Foundation staff hired before August 20, 2009:

1. The Cabrillo College Foundation shall provide the cost of the same medical insurance coverage as provided regular administrative employees for any administrator who has reached the age of fifty (50) with ten (10) years of service. This coverage will be the same medical plan the employee is in at the time s/he retires.

2. Coverage shall include the retiree’s spouse or principal domestic partner and continue until the retiree reaches the age of sixty-five (65) – as long as the spouse or principal domestic partner is on the medical plan at the time of retirement.

3. Once the retiree reaches age sixty-five (65) and until reaching the age of seventy (70), the Cabrillo College Foundation shall provide the cost of the medical insurance for the retiree only. When the retiree turns age sixty-five (65), s/he can elect to self-pay her/his spouse’s (or principal domestic partner’s) medical coverage.

4. As soon as any retiree, retiree’s spouse or principal domestic partner is qualified for Medicare, the Cabrillo College Foundation shall not be responsible for providing private medical coverage, but shall provide the “Carve-Out” plan. The retiree, retiree’s spouse or principal domestic partner is required to enroll in Medicare Parts A and B, at age sixty-five (65) or earlier if eligible.

5. If the employee, employee’s spouse or principal domestic partner is age sixty-five (65) or older when retiring, they will be required to enroll in Medicare Parts A and B by the first of the month following the date of retirement. (e.g. Employee is 65 years old and retires on June 15. Enrollment in Medicare Parts A & B is required by July 1.)

6. After age seventy (70), the retiree and spouse (or principal domestic partner) may continue coverage at her/his own expense.

7. At the time of retirement, retirees shall have the option to continue their and their spouse’s and/or dependent’s (or principal domestic partner’s) dental coverage at the retiree’s expense.

8. Survivors of deceased retired administrators have the option of remaining on the Cabrillo College Foundation medical plan until the retiree would have reached the age of sixty-five (65) – as long as the survivor was on the medical plan at the time the retiree retired. After which, the survivor may continue medical coverage at her/his own expense.
RETIREMENT PLANS
The Foundation offers certain employees retirement benefits with CalPERS. Employees become eligible for CalPERS starting the first day of employment if one of the following criteria is met:

- Employee’s position is full-time for more than six months
- Employee’s part-time position exceeds 1,000 hours in one fiscal year
- Employee is a member of CalPERS by previous employment (either has funds on deposit or service credit)

The Cabrillo College Foundation pays the required employer contribution. CalPERS eligible employees contribute their required contribution. The retirement calculation for Cabrillo College Foundation employees is as follows:

1. Full-time and part-time eligible employees (classic members as defined by CalPERS) hired prior to October 1, 2011 have a retirement calculation of 2% at 55.
2. Full-time and part-time eligible employees (PEPRA members as defined by CalPERS) hired on or after January 1, 2013 will have a retirement calculation of 2% at 62. PEPRA is Public Employees’ Pension Reform Act.

Full-time, part-time eligible and part-time non-eligible employees are able to participate in the optional supplemental 403(b) plan. Only the Executive Director is able to participate in the supplemental 457(b) plan.

SECTION 125 FLEXIBLE BENEFITS PROGRAM
The Cabrillo College Foundation offers full-time and part-time eligible employees a Section 125 Flexible Benefits Plan. Eligible employees may allocate a specified amount of monthly salary or wages for the reimbursement of medical care expenses, dependent day care expenses, or both. The specific amount is taken out before payroll tax calculations are made. The employee then files claims for reimbursements as eligible expenses have been incurred. Specific information on options and restrictions are made available to all eligible employees prior to the June 30th annual plan year deadline for participation enrollment. Unused Section 125 funds up to $500 may be carried over at the end of the current plan year to the next plan year. There is no grace period provision in the plan.

TRAINING OPPORTUNITIES
The Foundation recognizes the importance of upgrading skills and continuing the education and training of its employees to enhance their performance and professionalism. For that reason, training needs and opportunities will be considered in preparing the Foundation’s budget each year.

The Foundation has the discretionary authority to determine all matters with respect to this training opportunities policy, including, without limitation, eligibility issues, benefit amounts, acceptable documentation and tax treatment and its decision will be final and binding.
DETAILED BENEFIT INFORMATION

NOTE: The section provides only very brief summaries of the employee benefits available to you and your dependents. More detailed information regarding many of these benefits is contained in insurance policies and documents provided by insurers with which the Foundation does business and the Foundation’s documents, including the summary plan description. While the provisions of this section provide a general overview of the Foundation’s benefits; the terms, conditions, and limitations contained in the official plan documents is the controlling authority. Employees are encouraged to review the official plan documents for further information. The official plan documents are available from the Executive Director. Except as limited by applicable law, the Foundation reserves the right to select, change, modify, or rescind the Foundation benefits, as it deems appropriate. If you have any questions, you should contact the Executive Director.
IV. LEAVES OF ABSENCE

STATEMENT OF POLICY

The purpose of the policy is to establish guidelines governing Leaves of Absence. Our policies are designed to insure that Leaves of Absence are granted on a fair and equitable basis to all eligible employees. Our policies are also designed to be administered in a manner that conforms to the requirements of applicable California and federal laws. Leaves of absence are ordinarily unpaid. In order to accomplish the foregoing, the policies below will be strictly adhered to.

There are occasions when we need to be absent from our jobs due to unforeseen or unavoidable circumstances. A Leave of Absence is approved time off in a non-pay status. It is the policy of the Foundation to grant Leaves of Absence to full-time employees on a nondiscriminatory basis. Part-time employees are not eligible for a Leave of Absence under this policy, except where required by law. Employees who have not completed their initial 90 days of employment are not eligible for certain leaves, such as bereavement leave. Leaves of Absence will be considered in cases of medical disabilities and in cases of personal emergencies, military duty, jury duty, witness duty, certain family situations or bereavement. Unless specifically provided otherwise, all Leaves of Absence are without pay. An employee must submit a request for a Leave of Absence in writing to your manager. The employee is expected to request a Leave of Absence with as much advance notice as possible. Leaves of Absence are not a guaranteed Foundation benefit, except where required by law, and may be granted at the Foundation’s discretion, provided operations are not seriously disrupted.

Subject to any applicable legal restrictions, requests for a Leave of Absence will be determined on the basis of the employee's performance, responsibility level, the reasons for the request, length of service and the Foundation's ability to find a satisfactory replacement during the period of the absence. If an employee accepts other employment, becomes self-employed or fails to return to work on the next regularly scheduled work day following the last day of his/her leave, the employee will be subject to termination and removed from the payroll as of the last day of the Leave of Absence. An employee is subject to termination if he/she falsifies or misrepresents the reasons for his/her request of any type of Leave of Absence.

Time spent on a Leave of Absence may not be used in computing length of service for salary increases, annual leave, or other employee benefits. Employees are not eligible for any Foundation paid benefits during a Leave of Absence, except where required by law. If you have health insurance through the Foundation, you may become responsible for 100% of the premium while on any Leave of Absence, except where required by law. Contact the Executive Director to make arrangements for payment of premiums for dependent and/or your health insurance during the time that you are off from work, if applicable.
EXECUTIVE DIRECTOR SUCCESSION PLAN

ACTING EXECUTIVE DIRECTOR
The Executive Director is charged with ensuring that an Acting Executive Director is appointed to act on his/her behalf during his/her absence and take on his/her responsibilities of any absence of more than three days. Absence shall be defined as not being able to act in a timely manner. In the event of the Executive Director’s absence, the role of Acting Executive Director will be delegated to the management team in the following order.

- Associate Director
- Accounting Manager
- Development Officer

If the Acting Executive Director assumes the role for longer than 30 days, additional compensation may be provided, which will be determined by the Executive Committee.

The Acting Executive Director shall assume the authority and responsibilities of the Executive Director when conducting business for the Cabrillo College Foundation. When a person named on the above succession list assumes responsibilities, he/she shall relinquish the position when the person above them on the list becomes available.

The Cabrillo College Foundation Executive Committee must be notified by email whenever the Executive Director is temporarily replaced.

INTERIM EXECUTIVE DIRECTOR
When the Executive Director is no longer employed by the Cabrillo College Foundation, the Executive Committee will appoint an Interim Executive Director. Prospects for Interim Executive Director will not be limited to the current Foundation staff. Any possible increase in compensation for the Interim Executive Director will be determined by the Executive Committee. The Interim Executive Director will continue in that role until a new Executive Director is hired or the Interim Executive Director is promoted to Executive Director. If a new Executive Director is hired, the Interim Executive Director will relinquish the position and return to their former position.

MEDICAL LEAVES OF ABSENCE: NON-OCCUPATIONAL DISABILITIES

Requests for Leaves of Absence
A request for a Medical Leave of Absence may be submitted in writing by any employee who is temporarily disabled and unable to work due to a personal injury or illness, including a pregnancy related disability. Medical Leaves of Absence will ordinarily be granted for a period of the illness or disability, but in no case may such Leave exceed three (3) months, except where required by law or where special circumstances are shown.

Before returning to work following a Medical Leave of Absence, an employee must submit to his or her manager the attending physician's verification stating the employee's ability to return to work and the date that he/she is able to return. Any restrictions affecting the employee's ability to handle his/her job responsibilities must be indicated by the attending physician.
Notification Requirements
Before a Leave of Absence will be approved, employees are required to provide the Executive Director the following information in writing, as soon as the need for a Leave of Absence becomes known:

1. The reason for the Leave of Absence;
2. The estimated duration of the Leave of Absence and the approximate beginning and ending dates;
3. A physician's certificate or other medical proof acceptable to the Foundation indicating the existence of the injury illness or disability;
4. Updates to your manager at least every thirty (30) days concerning the employee's status, expected date of return and continued intent to return to work when the leave ends;
5. Immediate written notification to your manager of any need to change the duration of the Leave of Absence;
6. If a Leave of Absence is desired for elective medical procedures, the employee must submit the Leave request at least two (2) weeks in advance of the date the Leave requested is to commence.

Failure to observe these requirements may jeopardize the continued approved status of the Leave of Absence.

When the Leave ends, return to work will be conditional upon the employee's ability to perform the work. The Foundation, in its sole discretion, also reserves the right to require an employee to submit to a medical examination for the purpose of determining the employees ability to perform the duties of the position to which the employee is returning or to perform such duties in a manner which would not endanger the health or safety of the employee or others. In the case of a dispute between the employee's physician and the Foundation's physician, these two physicians shall select a third physician whose judgment regarding the employee's ability to perform the work will be final and binding.

MEDICAL LEAVES OF ABSENCE FOR OCCUPATIONAL DISABILITIES

Requests for Leaves of Absence
A Leave of Absence will be granted upon written request to any employee who sustains a work-related disability. A Leave of Absence for a work-related disability shall be extended to the employee for the duration of the work-related disability, in accordance with existing legal requirements.

Before returning to work following a Leave of Absence for a work-related disability, an employee must submit the attending physician's verification stating the employee's ability to return. Any restrictions affecting the employee's ability to handle his/her job responsibilities must be indicated by the attending physician.

Notification Requirements
Employees are required to provide the Executive Director with the following information, in writing, as soon as the need for a Leave of Absence becomes known:
1. The reason for the Leave of Absence;
2. The estimated duration of the Leave of Absence and the approximate beginning and ending dates;
3. A physician's certificate or other medical proof acceptable to the Foundation indicating the existence of the disability;
4. Updates to your manager every 30 days concerning the employee's status, expected date of return and continued intent to return to work when the employee is released to do so, subject to existing legal requirements; and
5. Immediate written notification to your manager of any need to change the duration of the Leave of Absence.

Employer Requirements
The Foundation will retain employees on a Leave of Absence for work-related disabilities in accordance with the law. Failure to observe these requirements may jeopardize the continued approved status of the Leave of Absence.

RETURNING FROM A NON-STATUTORY LEAVE OF ABSENCE
The employee has the responsibility to keep the Foundation advised of the Leave situation and to contact his or her manager at least two weeks prior to the expiration of the approved Leave to discuss return to work or termination so the Foundation can plan accordingly. For a Leave of Absence of three months or less, the Foundation will make a reasonable effort, consistent with good business practice and Foundation needs, to reinstate such employee to the same job or one equivalent in rate of pay on the same shift, unless the former position is no longer available because of a curtailment in operations, corporate reorganization, layoff, or related business change. For a Leave of Absence longer than three months, the Foundation cannot guarantee a job will be available at the time an employee desires to return to work. The Foundation, in its sole discretion, reserves the right to offer the employee a lower level position, if available, for which the employee's background is suited, at the appropriate salary for such a position. If this is not acceptable to the employee, the employee will be terminated. This policy may not apply where employees are entitled to reinstatement under federal and California law.

An employee who is able to return to work before the scheduled expiration of the Leave of Absence should contact his or her manager. The Foundation however, reserves the right to have the employee continue in the Leave of Absence status until the full expiration date of the Leave if extenuating circumstances occur and it would not be in the best interest of the Foundation, department, etc. for the employee to return to work earlier than the scheduled expiration date. Employees failing to return to work at the expiration of a Leave are subject to termination, effective the last day of the Leave.

PREGNANCY DISABILITY LEAVE (PDL)
Under the California Fair Employment and Housing Act (FEHA), employees who are disabled by pregnancy, childbirth or related medical conditions are eligible to take a pregnancy disability leave (PDL). Employees affected by pregnancy or a related medical condition are also eligible to transfer
to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable.

Pregnancy, childbirth and 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 to the same degree as any other employee on leave.

Procedure
Pregnant employees should advise their manager of their intent to take PDL as soon as possible. You should make an appointment with the Executive Director so that the Executive Director may explain the following:

1. The PDL is for any period(s) of actual disability caused by pregnancy, childbirth or related medical conditions, up to four months (or 88 work days for a full time employee) per pregnancy. The PDL does not need to be taken in a continuous period of time but can be taken on an as-needed basis.

2. Employees who need to take a PDL should provide written notice sufficient to notify the Foundation that the employee needs to take a PDL and/or transfer. The verbal notice should include the anticipated timing and duration of the leave or transfer.

3. If the need for PDL or transfer is foreseeable because of the pregnancy, employees must provide at least thirty (30) days advance notice before the PDL or transfer is to begin. Employees must consult with the Executive Director regarding the scheduling of any planned medical treatment so as to minimize disruption to the operations of the Foundation. Any such scheduling is subject to the approval of the health care provider of the employee.

4. If thirty (30) days advance notice is not possible, notice must be given as soon as is practicable.

5. If requested by the employee and recommended by the employee's health care provider, the employee's work assignment may be changed in order to protect the health and safety of the employee and her child.

6. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not violated.

7. Temporary transfers due to health considerations will be granted where possible. However, the employee will receive the pay that accompanies the temporary position, as is the case of any other temporary transfer due to temporary health reasons.

8. Reasonable accommodations will be made for an employee for conditions relating to pregnancy, childbirth and related medical conditions, if the employee so requests, with the advice of her health care provider.

9. PDL will usually begin when ordered by the employee's health care provider. The employee must provide the Foundation with a certification from the health care provider. The
certification should contain:

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

10. Return from PDL will be allowed only when the employee's health care provider provides a release to return to work.

11. At the employee’s option, she can use any accrued paid time off as part of her PDL before taking the remainder of leave as an unpaid leave.

12. Duration of the PDL will be determined with the advice of the employee's health care provider, but disabled employees may take up to 4 months of PDL. Part-time employees are entitled to PDL on a pro-rated basis. The four (4) months of PDL includes any period of time for actual disability caused by the employee's pregnancy, childbirth or related medical condition. This includes PDL for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may also be taken in increments less than one day.

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from PDL, an employee will be reinstated to the same position she held at the time PDL began or to an equivalent position, if available and subject to existing legal requirements. An employee returning from PDL has no greater right to reinstatement than if the employee had been continuously employed rather than on PDL. For example, if the employee on PDL would have been laid off had she not gone on PDL, or if the employee's position had been eliminated or filled in order to avoid undermining the Foundation's ability to operate safely and efficiently during the PDL, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

While on PDL the employee will receive continued paid coverage on the same basis as other medical leaves the Foundation offers and which the employee is eligible to take. In some instances, the Foundation may recover premiums it paid to maintain health coverage for the employee if she fails to return to work following the conclusion of her PDL.

PERSONAL LEAVES OF ABSENCE
A Personal Leave of Absence, without pay, may be granted at the sole discretion of the Executive Director for up to thirty (30) days for compelling personal reasons to full-time employees after they have completed ninety (90) days of employment with the Foundation. Upon reasonable, advance, written notice and at the sole discretion of the Foundation, the Leave may be extended for a reasonable amount of time. Requests for a Personal Leave of Absence will be considered on a case-by-case basis, depending on the particular facts and circumstances, including the Foundation's needs.
All requests must be in writing and approved by Executive Director before the Leave begins. Requests for extensions of time must be made in writing and approved in writing by Executive Director before the last day of the originally scheduled leave.

MILITARY LEAVES OF ABSENCE
Employees who are required to perform active or inactive duty training or who are called for active duty will be granted an unpaid leave of absence for the period of service required in accordance with relevant California and federal law. Paid time off benefits do not accrue for military leaves that exceed two (2) weeks.

If you are called for such military duty, submit your request for leave as far in advance of departure as possible. Copies of your military orders should be given to the Executive Director. If you are on extended duty, you must notify the Executive Director of your intent to return to work within thirty-one (31) days of your release. Your medical insurance will terminate as soon as coverage by the government begins.

Should you enlist or be drafted into active military duty in the U.S. Armed Forces, you will generally be entitled to reinstatement in accordance with the law, provided you:
1. Have a certificate of satisfactory completion of military service;
2. Apply within ninety (90) days of your separation from military service;
3. Are qualified to perform the requirements of your former or comparable position.

Leaves will not be extended to cover voluntary re-enlistment in the Reserves or National Guard.

BEREAVEMENT LEAVE
In the event of a death in an immediate family or of the registered domestic partner of a full-time employee, up to five (5) consecutive paid working days off will be allowed immediately following the death to arrange for or attend the funeral. "Immediate Family" is defined as current spouse, mother, father, brother, sister, child, stepchild, stepparent, current mother-in-law, current father-in-law, grandparent, and grandchildren. Employees will be paid their regular straight time rate of pay for each of the scheduled working days missed and may be required to furnish satisfactory evidence to support the leave. Additional time beyond the five (5) days may be used from earned paid time off with the approval of your manager. In the case of the death of other relatives, an employee is permitted time off with pay the day of the funeral. Full-time employees who have not completed ninety (90) days of employment are not eligible for paid Bereavement Leave.

JURY DUTY
The Foundation encourages all employees to fulfill their obligations as citizens of the community. Full-time employees who have completed ninety (90) days of employment are eligible for Jury Duty pay. All employees summoned to serve on jury duty must give your manager reasonable notice regarding the requirements to serve. A copy of the summons to serve must be given immediately to your manager.
In the event that an eligible employee cannot be excused or cannot rearrange his/her working schedule to avoid a conflict, he/she will be paid his/her regular daily rate of pay for each full working day missed due to Jury Duty up to a maximum of 15 (fifteen) working days within a calendar year. Any time served by the employee beyond this 15 (fifteen) day period will be unpaid, subject to existing legal requirements. Salary continuance/deductions for exempt employees will be handled in accordance with existing legal requirements.

An employee required to be available for jury duty, but not required to be in court, must report to work. Should your jury duty be scheduled so that you are able to work at least one-half (1/2) or more of your shift, you will be expected to report to work. Utilization of a court call in system, if available, is required in order to receive jury duty pay. All employee benefits in which the employee is enrolled will continue while the employee is on Jury Duty Leave. However, the employee will be required to continue payment of any required contributions for group insurance, etc. during the Jury Duty Leave in order to keep them in effect.

Evidence of Jury Duty attendance (the summons) must be verified by the Executive Director. The employee is expected to report for work on those days or parts of days when excused from Jury Duty or when Jury Duty does not conflict with his/her work schedule. It is the employee's responsibility to keep your manager informed about the amount of time required for Jury Duty.

**WITNESS DUTY**

The Cabrillo College Foundation recognizes the need for employees to appear as witnesses in court. An employee who is required by law to appear in court as a witness may be granted unpaid Witness Duty leave for such purpose, subject to any legal requirements. You should provide the Executive Director with as much advance notice as is practicable and a copy of your subpoena to appear in court.

**LEAVE FOR VICTIMS OF CRIME**

Any employee who is a victim of a crime, 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 will be given time off from work in order to attend judicial proceedings related to that crime.

In order to receive this leave, you will be required to give Executive Director a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the Foundation will not take any action against such employee if the employee, within a reasonable time after the absence, provides documentation attendance at the judicial proceeding from any of the following entities:

1. The court or government agency setting the hearing.
2. The district attorney or prosecuting attorney's office.
3. The victim/witness office that is advocating on behalf of the victim.

Finally, an employee who is absent from work due to this type of leave may elect to use accrued paid time off, or unpaid leave time for the time off. The Foundation will keep confidential any records regarding an employee's absence from work for this type of leave.
For purposes of this leave,

- "Immediate family member" means spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.
- "Registered domestic partner" means a domestic partner as defined by law
- "Victim" means a person against whom one of the following crimes has been committed:
  - A violent felony, as defined by law;
  - A serious felony, as defined by law; or
  - A felony provision of law prohibiting theft or embezzlement.

**VOTING TIME OFF**
Employees who cannot vote in a statewide public election before or after working hours will be allowed sufficient time off to go to the polls. The Foundation will pay you for up to the first 2 hours of absence from regularly scheduled work that is necessary to vote in a statewide public election. Any additional time off will be without pay. You must give reasonable notice to the Executive Director of the need to have time off to vote.

**SCHOOL SUSPENSIONS**
Employees who are parents or guardians of a child who has been suspended from school, upon reasonable advance notice, will be granted unpaid time off to appear at the child’s school in connection with the suspension pursuant to a request by the school.

**COMPLIANCE WITH LEGAL REQUIREMENTS**
Exceptions to this policy will be made in order to comply with applicable laws. You should always contact the Executive Director if you have any questions regarding this Leave of Absence policy.

**NOTE:** The foregoing is only a brief summary of the benefits available to you. Foundation Policy and California and Federal Law, rather than this summary, govern your rights and the provisions of each Leave of Absence.

**V. THE JOB**
PUNCTUALITY, ABSENTEEISM AND TARDINESS (NON-EXEMPT EMPLOYEES)

Punctuality
Employees are expected to be punctual and regular in attendance. Your work and attendance is vital to our operation. If you are absent or late, you hamper the operation and burden your fellow employees. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, your coworkers must assume your workload, just as you must assume the workload of others who are absent.

Report to work as scheduled, on time and prepared to start work. The Foundation expects you to remain at work for your entire work schedule, except for meals and breaks. Late arrival, early departure or other absences from scheduled hours are disruptive and should be avoided.

Absences and Tardiness
Because absences and tardiness have a serious impact on scheduling and the overall orderly operation of the office, your attendance is an important part of your review at evaluation times. For your benefit, we have established the following guidelines in assessing your attendance:

An absence is either scheduled (approved at least one (1) day in advance) or unscheduled (e.g., illness). An extended illness will be treated as one unscheduled absence to the extent allowed by law. Tardiness is arriving late to work or returning late from lunch and scheduled breaks.

Situations in which absenteeism or tardiness becomes excessive (whether excused or unexcused) will be evaluated on a case-by-case basis. As a general rule, the maximum level of absenteeism is 5% on a quarterly basis. However, even one unexcused absence may be considered excessive. Legally protected absences include those protected by the California Family Rights Act (CFRA) and the California Sick Leave Law for care of family members. Using legally protected absences and using PTO to care for family members are excluded from consideration not counted in determining whether absenteeism or tardiness is excessive. Mitigating factors will be considered before any discipline or termination. Persistent marginal attendance may result in termination.

Loss of Pay
The pay of non-exempt employees may be reduced to reflect the time lost by lateness, and in cases where the loss of time is less than 30 minutes; a half hour’s wages may be deducted. Deductions from the pay of employees will be made in accordance with the law.

“Call In” Policy
We have a "call-in" policy. If you are unable to report to work, you must call or email the Executive Director and your manager at least one hour before the time you are scheduled to begin working for that day. If you are going to be more than ten minutes late call or email your manager and the Executive Director. In all cases of absence or tardiness, you must provide your manager and the Executive Director with an explanation as well as the expected duration of any absence.
You are required to call or email your manager and Executive Director each day of your absence. This will allow us to adjust our schedules to minimize confusion and wasted time. If you fail to call or email three (3) days in a row, we will treat you as having abandoned your job and voluntarily resigned from your employment.

**MEDICAL COMMUNICATIONS POLICY**
Whenever an employee is absent from work due to illness or injury, the following medical communications policy shall apply subject to applicable state and federal law.

1. Employees who become ill on the job, or suffer any work-related injury (no matter how minor) should immediately report such incident to their immediate supervisor.

2. The Foundation reserves the right to take whatever steps are necessary, subject to existing legal requirements, to confirm the existence of illness or injury (but not disclosure of the underlying medical condition) and probable duration of an employee’s alleged illness or injury.

3. We also, at management’s discretion, may request the employee for medical certification from the Foundation’s own appointed physician or specialist, subject to applicable California and federal law.

4. Where an employee is required to provide medical certification for a medical disability, we will accept only medical communications from licensed health care providers or specialists who have personally seen the employee on the day the communication is written or dictated, or on the following day, subject to existing legal requirements.

5. In determining a medical disability, medical communications from the Foundation’s selected health care providers, or from specialists, will be given greater credence than medical communications for general practitioners, subject to applicable state and federal law.
6. Any medical communication from any health care provider concerning an employee’s fitness for, or ability to work, must include a certification of the following:

   • A statement by the health care provider that he/she has reviewed the essential functions of the employee’s job as provided by the Foundation;
   • That he/she has reviewed the medical file of the employee, if any;
   • That he/she has personally evaluated the physical and/or mental condition of the employee (whichever is applicable) in person;
   • A discussion of the employee’s qualifications, or lack thereof, to perform each of his/her essential job functions without unreasonable exposure to injury or re-injury, noting what specific duties, if any, the employee can or cannot perform with or without reasonable accommodation; and
   • When, in terms of date or time period, the employee can return to work.

7. Medical communications pursuant to this policy must be presented when reasonably possible to the Foundation at least two weeks in advance of time the employee seeks a leave of absence, a modified job duty, a reasonable accommodation or a return to work, subject to California or federal law concerning time requirements for specific types of medical leave. Sudden, unexpected medical leaves must be presented to the Foundation as soon as reasonably known to the employee.

EMPLOYEE STANDARDS

The Cabrillo College Foundation strives to create and maintain a positive work environment. We expect courteous and respectful behavior, a responsible attitude toward work and respect for your fellow employees. As a representative of the Foundation, you are encouraged to conduct your business activities professionally and observe common sense standards of job performance and good conduct.

Every organization provides certain guidelines which reflect good business practices. In order to maintain its reputation for excellence and the privileges associated with working here, your active support of the Foundation’s standards is needed. In establishing these rules of conduct we have no intention of restricting the personal rights of any individual. Rather we want to ensure that rights are respected, responsibilities kept and that business is conducted in the best and most efficient manner.

As stated earlier, all employment is at-will and an employee may be terminated for any or no reason at any time. Although it is impossible to list all possible reasons for discipline or termination, the following list is important as a guide. Naturally, not every possible situation which may arise is listed and other conduct which is determined to be detrimental to our operations or our employees may also result in termination.

   • Conduct in violation of Foundation’s Policy against Unlawful Discrimination and Harassment, or conduct that is determined to be unwanted physical contact.
• Unauthorized disclosure of privileged or confidential Foundation information, personal information of donors, or personal information of applicants (regardless of whether approved or rejected).

• Violation of the Foundation’s Substance Abuse Policy.

• Repeated absenteeism or tardiness; failure to inform your manager and the Executive Director within one hour of scheduled start time, when unable to report for work.

• Being absent without reasonable cause.

• Theft, unauthorized removal, use, sale, transfer or destruction of Foundation property or information or of a fellow employee.

• Unsatisfactory job performance.

• Insubordination (i.e. refusal to carry out the instructions of your supervisor, arguing with your supervisor).

• Conduct that is violent, threatening, disruptive or destructive toward fellow employees, residents or the Foundation.

• Filling out the time card of another employee.

• Foul or abusive language directed at Foundation officers, supervisors, fellow employees or other persons conducting business with the Foundation.

• Failure to follow safety or sanitation rules or being repeatedly careless or negligent.

• Working unauthorized overtime or failure to work assigned overtime.

• Falsifying or giving false information on Foundation records, e.g., job application, work records, time sheets, expense reports, supply order forms, medical records or other Foundation documents.

• Any misrepresentations in applying for a leave of absence, or for any other time off from work.

• Conduct in violation of the Foundation’s Electronic Systems Policy (e.g. misuse of Internet or email)

• Sleeping on the job or leaving the job without authorization.

• Failure to open all packages, tool boxes, brief cases, purse, back packs or other containers upon request by authorized Foundation personnel.
Finally, as noted earlier in the handbook, all employees should treat each other courteously and professionally. Use of foul or abusive language or raised voices, fighting with, threatening or intimidating fellow employees or residents, silent treatment and other inappropriate behavior will not be tolerated and is grounds for discipline, up to and including termination.

While you are employed by the Foundation, you will be expected to devote your energies to your job with the Foundation. Certain types of outside employment including self-employment are strictly prohibited:

- Employment that requires you to conduct your outside work or related activities on Foundation property, during Foundation working hours or using Foundation facilities or equipment.

- Employment that creates a conflict of interest or is not compatible employment with the Foundation.

The Executive Director will have final approval in determining if outside employment is prohibited. Submit written requests to the Executive Director. The Foundation will not assume any responsibility for the outside employment. Specifically, the Foundation will not provide Workers’ Compensation coverage or any other benefit for injuries occurring from or arising out of the outside employment. Authorization to engage in outside employment may be revoked at any time.
VI. ENVIRONMENTAL HEALTH, SAFETY AND SECURITY

The Cabrillo College Foundation is committed to providing you with a safe, secure and healthy workplace. To achieve this goal, the Foundation intends to meet or exceed applicable laws and regulations, and all generally accepted standards, practices and procedures regarding employee health, safety and security.

SAFETY

Importance of Safety

Every employee should understand the importance of safety in the work place. By remaining safety conscious, employees can protect their interests as well as those of their co-workers. Accordingly, the Foundation emphasizes "safety first" and expects all employees to take steps to promote safety in the work place.

In keeping with this commitment, the Foundation has established an "Injury and Illness Prevention Program" as part of its safety program. The Accounting Manager has been delegated the responsibility for administering and implementing our Injury and Illness Prevention Program.

Compliance is Essential. Employees must understand that compliance with safety requirements is a condition of employment and will be evaluated, together with other aspects of an employee's performance, as part of the performance appraisal process. Due to the importance of safety standards, those who cause hazardous or dangerous situations, or who allow such conditions to remain when they could be effectively remedied, may be subject to disciplinary action, up to and possibly including termination.

It is therefore essential that all employees comply fully with the standards and practices of the Foundation that are designed to promote a safe and healthful working environment.

Reporting Unsafe Conditions and Risks

Whenever an employee identifies an unsafe condition or an occupational safety and health risk, the employee should report the matter immediately to his/her supervisor if he/she is unable to remedy the situation him/herself. If the manager is not readily available, the employee should immediately inform the Executive Director so that any dangerous condition can be corrected. Employees are strongly encouraged to report any situations of this nature and need not fear any form of reprisal as the result of their compliance with this policy. Employees who identify any hazards in the work place can also choose to report the situation anonymously to the Executive Director if they prefer not to identify themselves.

Our Injury and Illness Prevention Program

Part of the Foundation’s Injury and Illness Prevention Program will include safety meetings, training programs, posting safety notices and safety tips, and providing periodic written communications to employees regarding safety matters. Representatives the Foundation may also conduct periodic inspections to identify unsafe conditions and work practices and will also investigate occupational injuries and illnesses. When appropriate, the Foundation may utilize the
services of outside representatives to conduct investigations where it believes that it will be helpful in the Foundation's attempts to promote the interests of safety in the work place. Every effort will be made to correct unsafe or unhealthy conditions, work practices, or procedures in a timely manner. It is therefore essential that all employees cooperate in achieving these objectives and assist the Foundation to provide a safe work place for everyone.

Cooperation and Questions
Employees may occasionally be asked to assist or participate in inspections, the correction of unsafe or unhealthy conditions, or training programs and activities. Full cooperation by all employees is necessary to the accomplishment of the Foundation's goals. Employees should direct any questions they may have regarding their obligations to adhere to the Injury and Illness Prevention Program to the Executive Director.

SECURITY
Along with providing a safe and secure workplace for its employees, the Cabrillo College Foundation is committed to the safekeeping of corporate assets, property and confidential information. Please familiarize yourself with the following rules and report any violations:

1. Reports of breach of security, theft, vandalism etc. must be made immediately to your manager.

2. All employees must ensure that confidential information is properly protected from unauthorized or inadvertent disclosure

Building Access
You may be issued a key at the beginning of your employment and will be expected to surrender your key at the termination of your employment. Please inform the Executive Director if you misplace or lose your key. Do not loan your key to others, as you will be held responsible for its use.

Foundation Property, Inspections and Employee Property
Employees are urged to not bring valuables to work or work-related activities. If you still decide to do so, keep your valuables in a secure location. The Foundation assumes no responsibility for the loss, theft or damage of an employee’s personal property.

Lockers, desks, cabinets, vehicles, computers, telephones or other equipment or furniture are Foundation property and are to be used only for work-related purposes. The Foundation reserves the right to inspect all Foundation property at any time without notice and whether or not you are present. If a reasonable suspicion exists that an employee is in unauthorized possession of Foundation property, client property or another employee’s property, his or her personal possessions may be subject to search. You may also be asked to open briefcase, purses, backpacks, boxes, packages etc. when leaving Foundation premises.

An employee's consent to a search of his or her personal property is required as a condition of employment and the employee's refusal to consent may result in termination. Employees have no reasonable expectation of privacy as to Foundation-supplied property.
FIRE WARNING/EMERGENCY
You can reach emergency assistance by dialing 911. Become familiar with location of emergency exits, fire alarm boxes and firefighting equipment in your area. Please bring any concerns you have about hazards to the attention of the Executive Director.

EARTHQUAKE RULES
During an Earthquake

If Indoors  Unless you are in immediate personal danger as a result of the earthquake, STAY INDOORS. Take cover under a desk, table or bench, in doorways, halls or against inside walls. Stay away from windows, mirrors, skylights, glass and furniture or objects that may fall over. In multi-story or crowded buildings do not panic or run for exits. DO NOT RUN OUTDOORS, you might be hit by falling debris or falling electrical wires.

If Outdoors  GET AWAY FROM HIGH BUILDINGS, walls power poles and objects that could fall. DO NOT run through streets or alongside buildings. The points of greatest danger are just outside of doorways and close to outer or street sidewalls. If possible, move to an open area away from the hazard zone.

If in a Moving Car  STOP IN THE SAFEST PLACE AVAILABLE, preferably an open area away from buildings or other structures and stay inside the car.

After an Earthquake
There may be aftershocks. These are generally smaller than the main shock, but some may be large enough to cause additional damage. STAY OUT OF DAMAGED BUILDINGS. Aftershocks may shake them down.

WORKPLACE VIOLENCE PREVENTION
Policy
The Cabrillo College Foundation recognizes that violence in the workplace is a growing nationwide problem necessitating a firm, considered response by employers. The costs of workplace violence are great, both in human and financial terms. We believe that the safety and security of Foundation employees are paramount. Therefore, the Foundation has adopted this policy regarding workplace violence. The Cabrillo College Foundation is committed to creating a safe work environment, including the protection of its employees from any violence or threat of violence on its premises from co-workers.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, that involve or affect the Foundation or that occur on Foundation property or in the conduct of Foundation business off-Foundation property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in Foundation operations, including, but not limited to, Foundation personnel, contract workers, temporary employees, and anyone else on
Foundation property or conducting Foundation business off-Foundation property. Violations of this policy, by any individual, will lead to disciplinary and/or legal action as appropriate.

This policy is intended to bring the Foundation into compliance with existing legal provisions requiring employers to provide a safe workplace; it is not intended to create any obligations beyond those required by existing law.

**Type of Conduct Considered Workplace Violence**

Workplace violence is any intentional conduct that is sufficiently severe, offensive, or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive, or intimidating work environment is created for one or several Foundation employees. Workplace violence may involve any threats or acts of violence occurring on Foundation premises, regardless of the relationship between the Foundation and the parties involved in the incident. It also includes threats or acts of violence that affect the business interests of the Foundation or that may lead to an incident of violence on Foundation premises. Threats or acts of violence occurring off the Foundation premises that involve employees, agents, or individuals acting as a representative of Foundation, whether as victims of or active participants in the conduct, may also constitute workplace violence. Specific examples of conduct that may constitute threats or acts of violence under this policy include, but are not limited to, the following:

a) Threats or acts of physical or aggressive contact directed toward another individual;
b) Threats or acts of physical harm directed toward an individual or his/her family, friends, associates, or property;
c) The intentional destruction or threat of destruction of Foundation property or another employee's property;
d) Harassing or threatening phone calls;
e) Surveillance;
f) Stalking;
g) Veiled threats of physical harm or similar intimidation; and
h) Any conduct resulting in the conviction under any criminal code provision relating to violence or threats of violence that adversely affects the legitimate business interests of Foundation. Workplace violence does not refer to occasional comments of a socially acceptable nature. These comments may include references to legitimate sporting activities, popular entertainment, or current events. Rather, it refers to behavior that is personally offensive, threatening, or intimidating.

The Foundation has adopted the following policies to deal with any violence that may occur on its premises, and to ensure the safety of its employees:

- Report all threats of violence, both direct and indirect, as soon as possible to your manager, or, if he or she cannot be reached, any other manager. Be as specific as possible.
- Report all suspicious individuals or activities to your supervisor or any other supervisor, as soon as possible.
- Do not put yourself in peril.
• If you hear a violent commotion near your workstation, do not try to see what is happening. Call security and/or 911 immediately and hide.
• Cooperate fully with security, law enforcement, and medical personnel who respond to a call for help.
• Let the Executive Director respond to all inquiries from the media about violence on its premises so that the Foundation can speak with one voice.
• If you are qualified, you may provide first aid to injured persons.

Enforcement
Any person who engages in a threat or violent action on Foundation property may be removed from the premises as quickly as safety permits and may be required, at discretion of the Foundation, to remain off Foundation premises pending the outcome of an investigation of the incident.

When threats are made or acts of violence are committed by employee(s), a judgment will be made by Foundation management as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action. Once a threat has been substantiated, it is policy of the Foundation to put the threat-maker on notice that he/she will be held accountable for his/her actions and then implement a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. No existing policy or procedure of the Foundation should be interpreted in a manner that prevents the making of these necessary decisions.

Important Note: The Executive Director will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the Foundation. In making this determination, the Executive Director may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at the Cabrillo College Foundation.
VII. COMMUNICATIONS

LET'S TALK ABOUT IT / OPEN DOOR POLICY
Discussing and resolving issues promptly and fairly promotes a healthy work environment, and will ultimately contribute to the Foundation’s success. We believe that establishing and maintaining open lines of communication is a key ingredient to a successful relationship. In the normal operation of any business, employees have questions, suggestions or concerns about their job, work rules, treatment, etc., you are encouraged through our “Open Door Policy” to express your ideas, comments and concerns to your manager, the Executive Director or any manager. Rumors cause misunderstandings. In most instances, your manager can provide a prompt answer to your questions and assist in solving problems. This procedure may not result in every problem being resolved to everyone's satisfaction. However, we value your input and encourage you to use our Open Door Policy. You should feel free to raise any issues you may have without fear of retaliation.

MEDICAL INFORMATION
An employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a manager or supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including discharge.

Confidential health/medical records are not in your personnel file. The Cabrillo College Foundation will safeguard them from disclosure and will divulge that information only (1) as allowed by law; (2) to the Employee’s personal physician upon written request of the Employee; (3) as required for Workers’ Compensation cases.

KEEPING US INFORMED
Personnel Records
The information in your personnel file is extremely important to you and the Foundation. It is your responsibility to make sure that the personal data in your file is accurate and up to date, because this information is used for benefit administration, taxes, notification in case of emergency, etc. Eligible employees are also responsible for maintaining a current group life insurance beneficiary designation. Report any change of address, telephone number, etc. to the Accounting Manager immediately. We respect your right to have the information in your records treated confidentially, consistent with requirements of California or federal law for disclosure of such information.

Contact the Accounting Manager if there are any changes in your:
- Home Address
- Telephone Number
- Marital Status
- Number of Dependents
- Military Status
Inspection of Your Personnel File
Employees may inspect their personnel file in the presence of a Foundation representative at a mutually convenient time in accordance with existing legal requirements. Any request for a copy will be provided within the time period required by law. All requests to review your personnel file should be referred to the Executive Director. In addition, employees have the right to request copies of all employment-related documents that they have signed. If you desire, you may add a written statement to your file explaining any disputed item. Personnel files are the property of the Foundation and may not be removed from the Foundation’s premises without written authorization from the Executive Director.

Payroll Records
Employees have the right to inspect and copy certain Foundation payroll records regarding their compensation and deductions from their compensation, upon reasonable request. Employees wishing to review or copy payroll records should notify the Executive Director.

RELEASE OF INFORMATION
Except for records and information that we are legally required to provide, no information about you, other than dates of employment and positions held, will be released. See Section on Employment References and Job Verification below for further information.

SOLICITATION AND DISTRIBUTION OF LITERATURE
The Foundation has established certain rules in regard to solicitation for activities, organizations or causes, no matter how worthwhile important or benevolent they may be. These rules, which are listed below, apply to all employees and cover the use of e-mail, interoffice mail, voicemail and the distribution or posting of pamphlets or other written material.

- You may not solicit or promote support for any cause or organization during your working time or the working time of fellow employees.
- You may not distribute, post or circulate any unauthorized written or printed material in work areas at any time.
- You may not, at any time, use e-mail, voicemail, or interoffice mail for purposes other than Foundation business.
- Under no circumstances will nonemployees be permitted to solicit or to distribute written material for any purpose on Foundation property.

Working time is all time when your duties require that you be engaged in work tasks, but does not include your own time, such as meal periods, rest periods, time before or after shift, and personal cleanup time.

Violation of these rules may result in disciplinary action up to and including termination. If you have questions concerning their application, call the Executive Director.

EMPLOYMENT REFERENCES AND JOB VERIFICATION
Employees contacted by outside sources requesting an employment reference or employment verification for a current or former employee should not provide any information to the requesting
individual or organization. Instead, employees should refer the requesting individual or organization to the Executive Director. No employee, other than the Executive Director and the Accounting Manager are authorized to provide employment references or employment verifications for any current or former employee. It is the policy of the Cabrillo College Foundation not to give references. We will only verify dates of employment and last position held and no other information will be released.

Employees wishing to receive either employment reference or employment verification should provide written authorization to the Foundation. The Executive Director will cooperate with written requests authorized by the employee for verification of employment and salary when necessary for credit purposes.

TERMINATION OF EMPLOYMENT AND AT-WILL EMPLOYMENT RELATIONSHIP

Voluntary Terminations
If you decide to leave, we ask that you give at least two weeks written notice to the Executive Director. This will give us the opportunity to make the necessary adjustments in our operation. Please return all Foundation property including, but not limited to, computers, keys, and credit cards prior to your departure.

Involuntary Terminations
Employment at Cabrillo College Foundation is for no specified period of time, regardless of length of service. While the decision to commence employment is consensual, the same is not always true when the time comes to terminate the employment relationship. As an at-will employer, the Foundation reserves the right to end the employment relationship at any time, with or without cause or notice. In the event your employment is terminated, please return all Foundation property to the Executive Director prior to your departure.

Exit Interview
Before leaving, you may be asked to participate in a voluntary exit interview. This will provide closure to your employment with the Foundation and will allow us to ensure that we have resolved various administrative matters, answered any questions about continuation of benefits, and listened to any of your comments or ideas about improving our operations. We would like to know your reasons for leaving and your feedback on working here, your manager and the Foundation in general. This information will help us to provide the best possible working conditions.
HANDBOOK RECEIPT AND ACKNOWLEDGMENT

My signature below acknowledges that I have received a copy of the Cabrillo College Foundation (“Foundation”) Employee Handbook. I understand that it is my responsibility to read and familiarize myself with its contents. I also understand that it is my responsibility to ask for help in understanding any part of the Employee Handbook that is not clear to me.

My signature below certifies that I recognize my employment with the Foundation is “at will” and that either the Foundation or I can terminate the employment relationship at any time, with or without a reason. I realize that no verbal representations can alter the “at will” relationship and that only a document signed by the President of the Board of Directors and the Executive Director of the Cabrillo College Foundation and me can change the “at will” relationship. This is the entire agreement between me and the Foundation on the subject of at-will employment; it supersedes any prior inconsistent representations or agreements and may only be modified in a writing signed me and signed by Executive Director of the Foundation.

Finally, I understand that this Employee Handbook is not a binding contract, but only a set of guidelines. I understand that the Foundation reserves the right to add to, delete, modify, amend or otherwise change this Employee Handbook (except for employment at-will status) or any of our policies, benefits and practices at any time with or without notice (except that future changes to these policies and procedures are not intended to interfere with benefits that have vested under these policies).

Should my employment be terminated for any reason, I understand that I am obligated to return all Foundation property such as credit phone cards, keys and all proprietary information in my possession.

Name (please print) ______________________________________

_______________________________________________

(Signature) ____________________________ (Date) __________

Upon receipt of this Handbook, please sign and return this Handbook Receipt and Acknowledgment form to the Accounting Manager. A copy of the signed Handbook Receipt and Acknowledgment form will be kept in your personnel file.