

*Central Sacramento Valley  
RC&D  
P. O. Box 606  
Orland, CA. 95963*



## **REFERENCE DOCUMENT**

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Information Resource

# **CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION & DEVELOPMENT**

## **EMPLOYEE POLICY HANDBOOK**

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**COUNCIL DOCUMENT VOL. IV**

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# **CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL EMPLOYEE POLICY HANDBOOK**

**Original Document: October 1, 2003**

**Central Sacramento Valley Resource Conservation and Development**

**Council Employee Policy Manual**

**Applicable To All Personnel**

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**This Handbook Is the Original Manual Distributed By the Central Sacramento Valley Resource  
Conservation and Development Council**

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# I. INTRODUCTION

## *A. WELCOME TO THE CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL*

Welcome to the Central Sacramento Valley Resource Conservation and Development Council. The Central Sacramento Valley Resource Conservation and Development Council is a nonprofit, charitable, tax-exempt organization, which was founded on April 9, 2001 to serve the needs of our communities to protect our environment, and to enhance the quality of life of the people of the area through leadership, education, volunteerism, and action. The RC&D Area includes Butte, Colusa, Glenn and Tehama Counties.

The Central Sacramento Valley Resource Conservation and Development Council has a Council comprised of nine members of the community who are elected for terms (see by-laws). The Council establishes the Central Sacramento Valley Resource Conservation and Development Council's mission and policies and works with NRCS Coordinator and staff to implement them.

As a staff member of the Central Sacramento Valley Resource Conservation and Development Council, you will have an opportunity to learn, contribute and grow professionally. The Central Sacramento Valley Resource Conservation and Development Council recognizes the importance of each employee's contribution to the organization's success. These contributions are most effective when all staff members work together as a team. The team's goal is to provide the best service possible. Your loyalty and dedication to furthering the reputation and integrity of the Central Sacramento Valley Resource Conservation and Development Council is of utmost importance.

## *B. LETTER FROM THE RC&D PRESIDENT*

Dear Employee:

In order to attract and retain the best-qualified staff and to carry out its mission, the Central Sacramento Valley Resource Conservation and Development Council provides a fair compensation and benefit program for its employees. Our continued success depends on the talent and commitment of all of us who work together toward our common goals. This guide is designed to communicate the personnel policies and practices that govern the RC&D operations.

As an employee of the Central Sacramento Valley Resource Conservation and Development Council you are expected to uphold the principles of personal integrity and professional excellence that have been our hallmark since our inception in 1990.

The contents of this guide will answer most questions about your employment with the Central Sacramento Valley Resource Conservation and Development Council. If you have additional questions, or are in doubt about the proper action in any work situation, you should not hesitate to seek guidance.

I hope your experience here is challenging, productive and rewarding.

Gary Freeman

President

## II. PURPOSE OF THIS GUIDE

- *This Employee Handbook has been developed to clarify personnel policies applicable to the employees of the Central Sacramento Valley Resource Conservation and Development Council. It is designed to be a guide to present employees as well as to provide initial information to new personnel.*

We believe that a well-informed employee makes the best employee. This Handbook is intended to provide information concerning important Central Sacramento Valley Resource Conservation and Development Council policies, procedures, benefits, privileges and responsibilities which are yours as an employee. Please read it thoroughly. Although this is not a book of rules, many of the organization's regulations and principles are included. The need for these regulations, for the most part, is self-evident, understandable and necessary. Proper individual conduct and consideration for your fellow employees will help us to keep policies, procedures and regulatory controls to a minimum.

The policies in this Employee Handbook are not promises and this Handbook does not create contractual rights nor should the employee construe its contents as a contract. Only the ~~President~~ has the authority to enter into any employment contracts, and that must be in writing. It is within our discretion to change our policies, procedures and practices. Although we will strive to announce changes, this may not always be feasible therefore some changes may be made without notice. Similarly, although consistency is a high priority of ours, policies, procedures and/or practices may be altered from time to time to meet the needs of the Central Sacramento Valley Resource Conservation and Development Council or individual employees, and to comply with legal requirements.

Each employee will receive a copy of this Employee Handbook, after you have read this Handbook, you must sign a receipt acknowledging that you have read and understand its contents.

We welcome you as a new member of the Central Sacramento Valley Resource Conservation and Development Council staff and hope that your stay with us will be long, mutually pleasant and rewarding.

## III. VISION AND MISSION STATEMENT

It is the mission of the Central Sacramento Valley Resource Conservation and Development Council that every American lives in a healthy and vital community where families are valued, youth are celebrated, education is a priority, the environment is clean, jobs are plentiful, and leadership is not only visionary, but shared.

It is the mission of the Central Sacramento Valley RC&D Council to serve the needs of our communities, to protect our environment, and to enhance the quality of life of the people of the area through leadership, education, volunteerism and action.

Because of our charitable mission and our public support, we believe that Central Sacramento Valley Resource Conservation and Development Council employees have a special responsibility to adhere to the highest standards of professionalism, commitment, and diligence. We encourage collegiality and sharing of ideas of information among our staff, consultants, and collaborators.

We will provide our employees with a positive work environment, and an opportunity to both receive compensation and advance within the Central Sacramento Valley Resource Conservation and Development Council, limited only by the employee's ability or performance and/or position availability.

We will enthusiastically serve clients and constituents and we will contribute positively to our community and environment. In all instances, the highest level of honesty and integrity shall be maintained with clients, vendors and employees, while treating each other with respect and dignity.

## **IV. CONFIDENTIALITY OF INFORMATION**

### **A. CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL CONFIDENTIALITY**

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The Central Sacramento Valley Resource Conservation and Development Council and its employees have an ethical and legal obligation to respect the privacy of our clients and to protect and maintain the confidentiality of all information that we learn about our clients, their family members and friends in the course of providing services to them. Information of a confidential nature is not to be discussed with anyone outside the Central Sacramento Valley Resource Conservation and Development Council and only discussed within the Central Sacramento Valley Resource Conservation and Development Council on a "need to know" basis.

Employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the Central Sacramento Valley Resource Conservation and Development Council and its associates. This responsibility is not intended to impede normal business communications and relationships, but is intended to alert employees to their obligation to use discretion to safeguard internal Central Sacramento Valley Resource Conservation and Development Council affairs. If an employee has any question in any situation, they should consult with their supervisor.

### **B. PERSONNEL CONFIDENTIALITY**

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Employee records are confidential records and must be treated as such. Employee records maintained by the Central Sacramento Valley Resource Conservation and Development Council must be kept in a secure location except when they are being reviewed or supplemented by an authorized employee. Employee records never leave the office, except as permitted in writing.

## **V. EMPLOYMENT POLICIES**

### **A. DISABILITY AND EQUAL EMPLOYMENT**

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#### ***1. AMERICANS WITH DISABILITIES ACT (ADA)***

The Central Sacramento Valley Resource Conservation and Development Council is firmly committed to the Americans with Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The Central Sacramento Valley Resource Conservation and Development Council prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions and privileges of employment. Consistent with this policy and applicable law, the Central Sacramento Valley Resource Conservation and Development Council will make reasonable accommodation to the known physical or mental limitations of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of its business.

#### ***2. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)***

The Central Sacramento Valley Resource Conservation and Development Council is an Equal Opportunity Employer. Title VII of the Civil Rights Act of 1964 (amended in 1991) prohibits employment discrimination based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation and political affiliation. The Central Sacramento Valley Resource Conservation and Development Council is committed to the rights of its employees.

If the employee believes that he/she has been subject to discriminatory harassment by a co-worker, supervisor, volunteer, client or vendor, or by anyone else during the course of your employment, please report your concerns immediately. Retaliation against an employee by any person under Central Sacramento Valley Resource Conservation and Development Councils control for opposing such harassment, for filing a bona fide complaint of discriminatory harassment or for providing information in good faith regarding another employee's complaint will not be tolerated.

## **B. HIRING AND RECRUITMENT**

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### ***1. IMMIGRATION POLICY***

The Central Sacramento Valley Resource Conservation and Development Council is in compliance with the Immigration Reform and Control Act of 1986 which requires that every newly hired employee complete an I-9 Form and verify his identity and eligibility to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization service Form I-9. Substantiating documentation must be presented to the supervisor before an employee begins working at the Central Sacramento Valley Resource Conservation and Development Council. The supervisor will verify documentation, sign and date the I-9 form.

### ***2. EMPLOYMENT AT WILL***

The policies contained in this Handbook do not create any contract of employment, nor do they constitute the terms of an implied agreement with the Central Sacramento Valley Resource Conservation and Development Council. All employees are considered "at will." Likewise, nothing in this Handbook shall be construed to erode the employment-at-will doctrine. "At will" means employment may be terminated with or without reason by either the employee or the Central Sacramento Valley Resource Conservation and Development Council. The employee has the right to end the employment relationship when he/she feels it to be in their overall best interest to do so, provided two weeks notice is given to their supervisor. However, employees engaged in gross misconduct or dishonesty may be dismissed without notice and will not be entitled to any pay or benefits after the last day worked.

### ***3. APPOINTMENT LETTER***

The employee will receive a letter from the Council President outlining terms of employment in effect at the time of hire.

### ***4. TRANSFER***

It is the right of the Central Sacramento Valley Resource Conservation and Development Council to transfer an employee as needed and the right of the employee to request a transfer if desired.

## **C. EMPLOYEE CLASSIFICATION, ORIENTATION, AND INTRODUCTORY PERIOD**

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### ***1. CLASSIFICATION OF EMPLOYEES AND OTHER WORKERS***

#### **a. Full Time Employees**

Full time staff are employed to work on a regular basis for at least 40 hours per week. They are eligible for all benefits available through work at the Central Sacramento Valley Resource Conservation and Development Council, so long as they meet the applicable requirements, such as length of service.

#### **b. Part Time Employees**

Part time staff are employed to work on a regular basis for fewer than 40 hours per week. Part time employees working fewer than 40 hours per week but more than 20 hours per week are entitled to all leave benefits according to a pro rated formula based on their average hours worked compared to a standard 40 work week. Part time employees working 19 or fewer hours per week are not entitled to leave benefits. Part time employees may be eligible for other employee benefits covered in this manual, but these benefits must be stipulated in writing and signed by the President.

### **c. Temporary Employees**

Temporary employees are hired with the understanding that their employment will not continue beyond a stated date or beyond completion of a specified project or projects. They are eligible for only those benefits that they have been promised in writing signed by the Council President.

All employees of the Central Sacramento Valley Resource Conservation and Development Council, whether full time, part time or temporary, are employed at-will. See chapter V, section B-2 on disclaimers regarding at-will employment.

### **d. Independent Contractors and Consultants**

Independent contractors and consultants are non-employees who are paid on a fee-for-service basis to perform certain specified services. Contractors and consultants are not eligible for any benefits listed in this Handbook.

### **e. Volunteers**

Volunteers are people who provide services to the Central Sacramento Valley Resource Conservation and Development Council without financial compensation, other than reimbursement of authorized expenses. Volunteers are not considered employees of the Central Sacramento Valley Resource Conservation and Development Council nor are they covered by this Employee Handbook.

### **f. AmeriCorps National Service**

AmeriCorps National Service Members will complete a specified full or part time term of service. A full-time AmeriCorps member will complete 1,700 hours of service and a part-time AmeriCorps member will complete 900 hours of service. Successful completion of service will result in an educational award of \$4,725 for full-time members and \$2,362 for part-time members. AmeriCorps members may receive a living stipend while carrying out their term of service. AmeriCorps members are NOT considered employees and are not covered by this Employee Handbook. AmeriCorps Members operate under a separate handbook.

### **g. Job Training Partnership Act**

JTPA workers may from time to time be placed in the RC&D office. They operate under supervision of RC&D staff but are not considered employees of the Central Sacramento Valley RC&D Council. The purpose of this program is to provide real and valuable work experience for the JTPA participants.

## ***2. EMPLOYEE ORIENTATION***

It is the responsibility of the hiring Supervisor to orient new employees to the Central Sacramento Valley Resource Conservation and Development Council including, but not limited too:

- *Providing the employee their own workspace, and may include a phone, fax, desk, computer, and supplies.*
- *Introducing the employee to co-workers*
- *Giving the employee a copy of this Employee Handbook*
- *Getting the employee started on assignments related to their position*

### ***3. EMPLOYEE INTRODUCTORY PERIOD AND EVALUATION***

All regular full time employees undergo a three to six month introductory period to assess their ability, potential, and future with the Central Sacramento Valley Resource Conservation and Development Council. It is at the discretion of the Central Sacramento Valley Resource Conservation and Development Council to extend this introductory period. At the [Central Sacramento Valley Resource Conservation and Development Council's] sole discretion during this period, an introductory employee may be disciplined, transferred to another department or have his or her employment terminated. During this period, the employee has the opportunity to determine whether or not the Central Sacramento Valley Resource Conservation and Development Council is the place for him/her. An introductory employee has no seniority rights over other introductory employees. Completion of the introductory period should not be construed as creating a permanent employment relationship.

An initial performance review shall be conducted by the employee's supervisor at the conclusion of the introductory period. Thereafter, an annual performance review shall be scheduled. The performance review shall include overall job expectations and performance, adherence to this Employee Handbook, and specific suggestions for improvement.

## **D. ATTENDANCE RESPONSIBILITIES**

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### ***1. ATTENDANCE***

When the employee is hired, he/she will be advised of the hours he/she is expected to work. All hours and days of work are subject to change and modification. The regular, full time work day is 8 hours a day with 1/2 hour unpaid lunch period. Central Sacramento Valley Resource Conservation and Development Councils stated office hours are 9:00 am to 5:00 pm Monday through Friday. Although individual employees scheduled start time may vary, all employees must be in the office no later than 10:00 am. If you are absent or late for any reason and have not received advance permission for the absence, please call your Supervisor at least 1/2 hour before your regularly scheduled start time to report your absence or lateness. Absence without notice for three days may be considered a resignation. Some personnel may have different working hours to ensure that there are people available to handle various matters which arise before or after normal working hours.

### ***2. ATTENDANCE RECORDS***

All employees are expected to report to their job each working day except for illness or special reasons. Employee's presence on the job is most important to ensure the smooth operation of the Central Sacramento Valley Resource Conservation and Development Council. Employees must always call in daily and speak personally with their immediate supervisor if they will not be at work, or if they will be late. Employees are expected to notify their supervisor directly of their absence or late arrival at least one-half hour before regularly scheduled start time.

**PHONE CALLS TO A FELLOW EMPLOYEE OR THE RECEPTIONIST ARE NOT ACCEPTABLE.** If the Supervisor is not available, a direct and detailed message is to be left by voicemail prior to time of absence for the Supervisor. This message will log the time of the call. Messages left via the answering machine will not meet supervisor notification guidelines but will serve as a courtesy to office staff and ensure smooth office operations.

A time sheet is maintained as a daily record for all personnel. These records include:

- *Time of first arrival in the morning;*
- *Time of departure for lunch; and*
- *Times of departure and return for approved personal reasons (doctors' appointments, for example).*
- *Accurate records are necessary so that we can credit the employee with the proper amounts of personal leave, sick leave, and hours worked for pension plan eligibility, etc. We ask your cooperation in maintaining this record.*

### ***3. LATENESS AND ABSENTEEISM***

While the Central Sacramento Valley Resource Conservation and Development Council does keep an accounting of your arrival and departure times, we do not count every minute of lateness, and we do not impose penalties for infrequent lateness or absence.

A sign in/out log will be maintained in the office. All personnel are to sign in/out daily. This log may be compared to the employee timecard records for accuracy. Chronic lateness or absenteeism is not acceptable. Employees who are continually late, or have frequent absences, will meet with their Supervisor. If the problem persists, penalties may include deductions from annual leave, weekly earnings, and increase of probationary period or dismissal.

## **VI. BENEFITS REQUIRED BY LAW**

### **A. UNEMPLOYMENT FUND**

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The Central Sacramento Valley Resource Conservation and Development Council pays 100 percent of the State and Federal unemployment insurance premiums for each employee. This benefit is designed to pay unemployment compensation to employees who lose their job for reasons other than: (1) misconduct or (2) voluntarily resignation.

### **B. SOCIAL SECURITY**

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For each employee, the Central Sacramento Valley Resource Conservation and Development Council pays matching funds to the Social Security Administration under the Federal Insurance Contributions Act (FICA).

### **C. WORKER'S COMPENSATION**

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All employees are covered under the applicable Worker's Compensation Act Insurance which is paid in total by the Central Sacramento Valley Resource Conservation and Development Council. To be eligible for workers' compensation benefits, an employee has to incur an accidental injury in the course of and arising out of employment. It is designed to:

- (1) Pay medical expenses for an on-the-job injury or illness and
- (2) Pay a portion of the employee's lost wages.

If you are injured on the job, no matter how slight, you must seek medical attention and immediately report the accident or injury to your supervisor. Further, a report must be prepared in writing, signed by your manager and submitted within 24 hours after the accident or injury.

Generally, lost wages are paid for compensable injuries by the insurance company at a percentage of the employee's average earnings commencing shortly after the date of disability. Some personnel, although undertaking work for the Central Sacramento Valley Resource Conservation and Development Council, are not employees, but are independent contractors. Those individuals are not covered by Worker's Compensation and must provide their own insurance coverage with proof by presenting an insurance certificate.

## **VII. VOLUNTARY BENEFITS**

### **Employee Benefits-General**

Fringe benefits are the part of your income that you never see in your paycheck. Some fringe benefits have become so commonplace that no one thinks of them as extra compensation anymore - sick leave and vacation pay, for example. Yet they, like all other types of fringe benefits, represent compensation over and above the dollars you actually receive for a day's work. We discuss some of these fringe benefits in the following sections. If you have any questions about any of the programs, please make an appointment to see the Coordinator or your Supervisor.

### **A. VACATION, ILLNESS, AND LEAVE**

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#### ***1. GENERAL LEAVE: ANNUAL***

The Council will provide employees with paid time away from work for personal reasons which may fall under annual and/or sick leave.

Full time employees will accrue paid time off at their regular rate of pay pro-rated throughout the year for each week worked, according to the following schedule:

### Annual Leave

Period of Employment	Annual Accrual	Bi-Monthly Accrual
First – Fourth Year	12 days (96 hours)	4 Hours
Fifth Year and Thereafter	15 days (120 Hours)	5 Hours

Part time employees working more than 20 hours per week will accrue Annual Leave according to pro rate formula based on their average hours worked compared to a standard 40 hour work week.

Accrued annual leave that is not used by the employee at the end of any year will be carried forward to the next year. Upon resignation or involuntary termination, employees will not be compensated for accrued but unused annual or sick leave.

Due to staffing constraints, no essential employee may take any continuous paid leave in excess of three weeks, other than those reasons defined in this manual.

## 2. LENGTH OF VACATIONS

Vacations should give you enough time for real rest and relaxation; as such we encourage you to take your vacation at least a full week at a time. Short vacations of several days may not produce the benefit you should derive from a vacation. Therefore we discourage "day-at-a-time" vacations. However, we do not forbid them if you have a valid reason for taking your vacation in this fashion. All vacation days must be requested and approved in advance. You may not call in the morning and say that you are taking a vacation day.

The number of vacation days you receive each year is based on the length of your employment. For purposes of vacation time, "year" is defined as the twelve month period between anniversary dates, the "anniversary date" being the day and month on which your employment began.

If you are dismissed for gross misconduct or dishonesty, or if you terminate your employment without two weeks notice, you will not be entitled to vacation pay.

## 3. WHEN YOU MAY TAKE YOUR VACATION

Your supervisor must approve all vacations in advance. You should submit a request to your Supervisor at least 15 days before you want your vacation to begin, and it is often wise to apply even earlier. Vacation time cannot be requested and taken unless it has been earned.

## 4. SICK LEAVE

Full-time employees who are entitled to sick leave will be eligible for one day off with pay for illness for each month period worked. For purposes of sick leave, "calendar year" is defined as the twelve month period between anniversary dates.

The employee must report to their supervisor their absence due to illness within one half hour before their scheduled time to begin work. If you fail to do so, you will forfeit your sick leave benefit for that illness. Sick leave is allowable only if you are sick, it is not allowable if you stay away from work because a relative or dependent is sick.

This sick leave benefit is provided for protection against serious illness. Improper use or abuse of sick leave benefits is disadvantageous to employees in case of a serious, confining illness.

Period of Employment	Annual Accrual	Weekly Accrual
First Year and Thereafter	12 Days (96 Hours)	

Part time employees working a regular schedule of more than 20 hours per week will accrue sick leave according to pro rate formula based on their average hours worked compared to a standard 40 hour work week.

Accrued annual leave that is not used by the employee at the end of any year will be carried forward to the next year. Any use of sick leave beyond the period of three days will not be paid unless accompanied by a physician statement.

#### ***5. SICK DAY ACCRUAL***

Accrued sick leave that is not used by an employee at the end of any year will be carried forward to the next year. Employees may accrue no more than 36 days of sick leave. Upon resignation or involuntary termination, employees will not be compensated for accrued but not used sick leave.

#### ***6. MEDICAL STATEMENTS***

A physician's statement (doctor's certificate) is required when absence occurs for a continuous period of more than three (3) working days, after surgery, or after an accident regardless of the length of absence. At the Central Sacramento Valley Resource Conservation and Development Council's discretion, a medical statement may also be required for absences of less than three days.

#### ***7. LEAVE WITHOUT PAY***

If absences by an employee exceed accrued leave, the excess will be treated as leave without pay and the next regular paycheck adjusted accordingly. In the event that leave without pay is taken, annual and sick leave will not accrue until the employee returns to work status.

An employee with special needs who wants to take extended leave without pay must seek advance written authorization from the President of the Council. Leave without pay may not be taken without advance approval.

#### ***8. BENEFITS AND RESTORATION OF EMPLOYMENT***

Employees will not be entitled to earn additional benefits during Leave Without Pay status, i.e., vacation and sick leave accrual.

An employee who returns from leave will be restored to his or her former position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment if available. Leave taken because of the serious health condition of the employee or a family member may be taken intermittently or on a reduced leave schedule when medically necessary and approved by the President. The Central Sacramento Valley Resource Conservation and Development Council may assign an employee to an alternative position with equivalent pay and benefits that better accommodates an intermittent or reduced leave schedule if available and the employee is qualified.

#### ***9. HOLIDAYS***

The following paid legal holidays are observed by the Central Sacramento Valley Resource Conservation and Development Council for all full and part-time employees when they fall on a regularly scheduled workday. Holidays that fall on a weekend day will be recognized on the preceding Friday for Saturday Holidays and on the following Monday for Sunday Holidays.

- ***New Year's Day - January 1***
- ***Martin Luther King's Birthday (observed) - Third Monday in January***
- ***President's Day - Third Monday in February***
- ***Memorial Day - Last Monday In May***
- ***Independence Day - July 4***
- ***Labor Day - First Monday In September***
- ***Columbus Day - October***
- ***Veteran's Day - November 11***
- ***Thanksgiving Day - Fourth Thursday In November***
- ***Christmas Day - December 25***

## **B. TRAVEL REIMBURSEMENT**

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Per Diem will be paid using the U.S. General Services Administration rates for the location as listed by the government. The first and last day of travel will be paid at 25% of the rate for each quarter of the day spent in travel. Travel during any quarter will be counted as a full quarter if it exceeds one hour. A quarter is midnight to 6:00 AM, 6:00 AM to noon, noon to 6:00 PM and 6:00 PM to midnight.

Lodging will be paid at actual cost. Tips for luggage handling may be included without receipts.

Taxi fares will be reimbursed for the purposes of travel to airports, meetings and to restaurants for meals.

Official Business Phone Calls – Official Business phone calls will be reimbursed with receipt.

Mileage for personal vehicle will be reimbursed at the U.S. General Services Administration rate.

Needed business supplies while on official travel will be reimbursed with receipt.

## **C. OTHER VOLUNTARY BENEFITS**

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### ***1. PROFESSIONAL DEVELOPMENT***

The Central Sacramento Valley Resource Conservation and Development Council believes strongly in the value of on-going training and education of its employees. Employees should rely on training and education to update them on changes in the field, techniques for management or developing new skills. While training and education is important, it should not take too much of the employee's time away from other duties. Employees are encouraged to participate in trainings not more than 2-3 weeks per year. The costs of these trainings may be reimbursed by the Central Sacramento Valley Resource Conservation and Development Council or may be supported by official duty time only. Un-reimbursed training will be strictly on a voluntary basis. Training must be pre-approved by Supervisor.

### ***2. TUITION REIMBURSEMENT***

To further develop staff skills, the Central Sacramento Valley Resource Conservation and Development Council encourages employees to continue their education. The Central Sacramento Valley Resource Conservation and Development Council supports the desire of employees to take classes in work-related subjects, such as computer software and hardware, languages, and writing, and technical training on related topics.

The Central Sacramento Valley Resource Conservation and Development Council may, at the discretion of the Executive Committee, pay a portion of the tuition for such classes if funds are available, and if:

- ***The Employee has been a regular full time employee for at least 3 months.***
- ***The course(s) selected are directly related to the employee's job and /or the Central Sacramento Valley Resource Conservation and Development Councils purpose.***
- ***The employee interested in taking a class has submitted a course description, cost information, and a brief written statement about how the class related to her/his job and/or the Central Sacramento Valley Resource Conservation and Development Council's purpose to the Coordinator, who will work with the Council to respond to the request in writing within two weeks of receiving the course information.***
- ***The employee's performance in the class and/or training is satisfactory. Employees may attend classes and/or training during the workday at the discretion of the Council President.***

## VIII. COMPENSATION

### A. PAY PROCEDURES

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Paychecks will be distributed on the 15<sup>th</sup> and last day of the month. When a normal payday is a holiday, checks will be distributed on the previous working day. All salaried employees are paid bi-monthly for work completed during the previous pay period. The Central Sacramento Valley Resource Conservation and Development Council does not make cash advances or loans to employees.

Any discrepancies or questions about your pay should be raised immediately and answered to your satisfaction on the day you are paid with your supervisor. Although the organization makes every effort to be accurate, mistakes may occur. Please bring any such error to the immediate attention of your Supervisor for correction. If you are absent on payday, your check will be held until you return, unless you have made prior arrangements to have your check mailed to you.

Your compensation is determined by the Personnel Committee in conjunction with the total management team. The level of your compensation is confidential. Every effort is made to pay employees fairly in accordance with job responsibilities and the employee's experience, skills and productivity and within the financial capabilities of the organization. Deductions are made only for benefits required by law.

### B. EXEMPT/NON-EXEMPT EMPLOYEES: OVERTIME PAY

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When hired, you should have been told whether your position is 'exempt' (meaning, among other things, you are exempt from overtime pay requirements of the Fair Labor Standards Act or 'non-exempt' (meaning you are covered by the overtime requirements). Generally speaking, exempt employees are those whose jobs are primarily executive, administrative or professional in nature, as defined by federal regulations, and who are paid on a salary basis, again as defined by federal regulations.

#### *1. NON-EXEMPT EMPLOYEES AND OVERTIME*

If you are non-exempt, you will be paid overtime. The basic hourly employee work week is forty (40) hours per week. There are occasions which necessitate working beyond the basic work week and employees are expected to work overtime at the request of their supervisor. Every effort will be made to give reasonable notice to employees who are required to work overtime. In accordance with the Federal Fair Labor Standards Act, overtime pay may not be less than one and one half times the employer's regular hourly employee rate of pay for hours worked over 40 in one work week. Overtime must be authorized and approved in writing and in advance by your Supervisor.

For overtime purposes, the work week begins Sunday at 12:01 am and ends Saturday at midnight. Only those hours that are actually worked by the employee will be considered 'hours worked' in computing whether overtime is due and, if so, how much. Scheduled and unscheduled time off for holidays, vacation, sickness, jury duty, bereavement leave or military leave, or for other reasons, will not count as hours worked for this purpose.

Non-exempt employees may not take compensatory time in lieu of overtime pay, unless the compensatory time is taken within the same work week in which the extra hours were worked. For instance, if this week you work 12 hours on Monday, it is permissible (with the advance consent of your supervisor) to work only 4 hours on Tuesday, so that by the end of the week you will not have worked over 40 hours. In fact, your supervisor may require that you take such compensatory time. However, you may not wait until next week to take the 4 hours off and use that in lieu of overtime pay.

#### *2. EXEMPT EMPLOYEES AND OVERTIME*

Exempt employees are responsible for working as many hours as necessary to get the job done, but may check with their supervisors during extraordinarily busy times to arrange for compensatory time, which may be granted when, in the supervisor's discretion, it is appropriate and circumstances permit. Exempt employees may earn up to 24 hours credit leave but may not earn beyond 24 hours until the balance is brought below 24 hours. Inability to earn credit leave does not relieve the exempt employee from the responsibility of getting the job done.

### **C. TIME SHEETS**

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All employees (including exempt, non-exempt, full-time, part-time and temporary) are responsible for completing and submitting time sheets the 15<sup>th</sup> and last day of the month for the previous pay period.

### **D. EXPENSES**

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Employees must obtain the advance written consent of their supervisor before incurring expenses for which they will seek reimbursement. Approved expenses must be documented, with receipts attached, and submitted within 30 days of the date on which they were incurred.

### **E. PERFORMANCE APPRAISAL AND PAY INCREASES**

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Your pay increase (subject to favorable economic business conditions) is based upon your skills, experience, education and value to the Central Sacramento Valley Resource Conservation and Development Council. The RC&D has implemented a performance appraisal system which is designed to enhance the employee's understanding of the job responsibilities. It is intended to provide an objective method for measuring performance, reviewing results since the last review, appraising potential for greater responsibilities and discussing suggested development goals that will encourage the employee to strive toward increased effectiveness. Your supervisor's appraisal of your job performance provides a systematic way for you to measure your development and to know how well you are meeting the requirements of the job.

The performance of newly hired employees is reviewed at the end of the three month probation period. Thereafter, employee performance is reviewed annually. Performance appraisals are considered in making compensation decisions, but the results of the performance appraisal will not necessarily result in a merit increase.

Your salary and compensation as well as that of other employees are private and personal matters between the employee and the Central Sacramento Valley Resource Conservation and Development Council's management. To discuss these matters with anyone else is against the Central Sacramento Valley Resource Conservation and Development Council's policy.

### **F. BONUSES**

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Employees may receive bonuses from time to time. These are based on individual merit, and other factors deemed significant by the Central Sacramento Valley Resource Conservation and Development Council. Whether or not bonuses are granted and the amount of any bonuses granted are determined by the Executive Committee on recommendation of the Personnel Committee.

### **G. INCLEMENT WEATHER**

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In the event of inclement weather such as heavy snow, hurricane, etc., employee early departure or absence from work will be charged to annual leave, credit leave (if appropriate) or without pay. Employees will be required to notify their Supervisor to determine their status. Employees are encouraged to exercise good judgment during inclement weather.

## **IX. CORRECTIVE ACTION - DISMISSAL**

When performance issues are identified with respect to an employee or when instances of unacceptable conduct occur, or when for any reason the employment relationship has become problematic from the point of view of the Central Sacramento Valley Resource Conservation and Development Council, any of a variety of disciplinary steps might be taken, up to and including termination of the employee. In some cases, the employee might be given an oral or written warning. In other cases, immediate probation, suspension (with or without pay), demotion, termination or other corrective action might take place. The Central Sacramento Valley Resource Conservation and Development Council reserves the right to determine what it believes is an appropriate response to inappropriate conduct, and implement it.

Examples of unsatisfactory job performance include, but are not limited to:

- *Repeated tardiness, excessive absenteeism, repeated unexcused absences*
- *Failure to perform work in a manner satisfactory to supervision or*
- *Discourtesy or lack of cooperation*
- *Failure to follow Central Sacramento Valley Resource Conservation and Development Council's policies, procedures or a supervisor's instructions*
- *Disclosure of confidential information*

Misconduct which is subject to disciplinary action, including immediate termination includes the following:

- *Theft or misuse of Central Sacramento Valley Resource Conservation and Development Council property*
  - *Falsification of records including employment application or resume*
  - *Sale, possession or use of illegal drugs while at work; engaging in illegal activities while at work*
  - *Intoxication while at work*
  - *Conviction of a crime which indicates unfitness for the job*
  - *Physically fighting with another employee*
  - *Having/displaying a firearm while at work*
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## X. SEPARATION FROM EMPLOYMENT

As stated in Chapter Five, section B-2 of this manual, all employees of the Central Sacramento Valley Resource Conservation and Development Council are employed "at will," meaning that they or the employer may terminate the employment relationship at any time, with or without cause. The following policies apply to those who are separating from the Central Sacramento Valley Resource Conservation and Development Council's employment.

### A. NOTICE

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Employees are asked to give at least two weeks notice of resignation. Some employees, upon hiring, will be asked to give more notice than this, because of the nature of their employment. The Central Sacramento Valley Resource Conservation and Development Council reserves the right to pay a resigning employee for the notice period, but to prohibit the employee from working for the Central Sacramento Valley Resource Conservation and Development Council during that time.

### B. LAYOFFS

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There may be times when the Central Sacramento Valley Resource Conservation and Development Council determines that it is necessary to make cutbacks or reductions in staff, leading to the lay-off of one or more employees. In determining which employee(s) shall be laid off, the Central Sacramento Valley Resource Conservation and Development Council may consider any and all factors that it deems relevant, including, without limitation: the needs of the Central Sacramento Valley Resource Conservation and Development Council as a whole, the skills, qualifications and performance histories of individual employees; anticipated changes in funding received or services to be provided by the Central Sacramento Valley Resource Conservation and Development Council; seniority; budgetary constraints; and any restrictions or guidelines imposed by law or by funding sources.

### C. SEVERANCE PAY

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Severance pay is not available to employees who are dismissed for reasons related to misconduct as an employee, including violations of Central Sacramento Valley Resource Conservation and Development Council's policies.

Full time employees who have completed at least one year of full time employment with the Central Sacramento Valley Resource Conservation and Development Council and who are laid off because of cutbacks or reductions in staff, or terminated involuntarily for reasons not connected with misconduct, are entitled to severance pay calculated at the rate of one week's pay for every three years of employment, so long as they:

- *continue to work until the last day scheduled for their employment, unless this requirement is expressly waived by the Council of the RC&D;*
- *turn in all reports and paperwork required to be completed by them when due and no later than the last day of the week;*
- *return any files, documents, equipment, keys, software or other property belonging to the Central Sacramento Valley Resource Conservation and Development Council, and pay any money they owe to the Central Sacramento Valley Resource Conservation and Development Council;*
- *participate in an exit interview, upon the request of their supervisor and*
- *agree to sign a release of employment-related claims against the Central Sacramento Valley Resource Conservation and Development Council upon the request of the Council of the RC&D.*

Notwithstanding the above, employees who violate the Central Sacramento Valley Resource Conservation and Development Council's policies or who demonstrate unacceptable conduct (including insufficient effort on the job) during the remainder of their employment following notice of the termination or lay-off may be denied severance pay and/or may be dismissed prior to the agreed-upon termination date.

## **D. SUSPENSION**

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Violations of the Central Sacramento Valley Resource Conservation and Development Council's rules and standards, may occur that do not warrant immediate termination. Any such violation may be grounds for discipline, and repeated or cumulative violations may result in suspension and/or discharge.

## **E. REFERENCES**

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In the event of termination of employment (voluntary or involuntary), no references good or bad will be given by the Central Sacramento Valley Resource Conservation and Development Council. The Central Sacramento Valley Resource Conservation and Development Council will verify the position, compensation and dates of employment only. While an employee may request a reference from any supervisor, no supervisor is authorized to give references from the Central Sacramento Valley Resource Conservation and Development Council. Any reference which may be given by a supervisor represents solely the personal view of that supervisor and the Central Sacramento Valley Resource Conservation and Development Council disclaims any responsibility for the reference.

# XI. EMPLOYEE CONDUCT AND RESPONSIBILITIES

## EMPLOYEE RESPONSIBILITIES

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The job performance and personal conduct of each employee reflects directly upon the image and reputation of the Central Sacramento Valley Resource Conservation and Development Council. It is expected that each employee will conform to the established Central Sacramento Valley Resource Conservation and Development Council policies and that dealings with clients and fellow employees will at all times reflect honesty and the highest ethical standards. Employees will observe the following guidelines to maintain the ethical standards of the Central Sacramento Valley Resource Conservation and Development Council:

- *Promote client satisfaction for the Central Sacramento Valley Resource Conservation and Development Council.*
- *Outside activities must be acceptable and compatible with an employee's identity with the Central Sacramento Valley Resource Conservation and Development Council. This includes the prohibition of business ventures business and personal investments, and outside employment, any of which would create a conflict of interest.*
- *Employees must not accept from, or give to, clients and suppliers gifts which exceed a value of \$25.00; or accept bequests, commissions or fees of any nature from clients; or borrow from clients or suppliers.*
- *Integrity is a must for continued employment. Theft, embezzlement, misappropriation of funds, false entries in any book report or statement with intent to defraud, and falsification of expense accounts is cause for immediate dismissal and possible referral of the matter to the appropriate enforcement personnel.*
- *It is the responsibility of each employee to report to management any knowledge that a crime has been or will be committed. Not reporting is cause for immediate dismissal.*
- *Strict compliance with laws and regulations is necessary. Noncompliance could result in adversity both for the employee and the Central Sacramento Valley Resource Conservation and Development Council.*
- *A client's confidential information must not be divulged to third parties except with proper authority from the client.*
- *An employee will not discuss nor enter into agreements with competitors concerning the Central Sacramento Valley Resource Conservation and Development Council prices for services, other competitive policies or business practices.*
- *Disclosure of the Central Sacramento Valley Resource Conservation and Development Council's financial information and policies will be made only upon authorization of the Central Sacramento Valley Resource Conservation and Development Council.*
- *The Central Sacramento Valley Resource Conservation and Development Council's physical properties, information and influence will not be used for the private advantage of any employee or other person.*

## A. STANDARDS OF PROFESSIONALISM

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We often hear the term "professional" used to describe someone who conforms to the technical or ethical standards of a profession. But what are the characteristics of a professional? We encourage all employees working for the Central Sacramento Valley Resource Conservation and Development Council to adopt the following characteristics of successful and professional nonprofits:

- *Be aware of your personal appearance and grooming. Conform to the office dress code described in this handbook.*
- *Be conscious of your language, courtesy, manners, and conduct with other employees.*
- *A professional exhibits a noticeable sense of commitment to quality and client satisfaction.*
- *Absorb every available source of non profit knowledge on an off the job.*
- *Demonstrate a sense of "professional pride" in your work habits, be an ambassador of our services and the Central Sacramento Valley Resource Conservation and Development Council.*

## **B. PRODUCTIVITY**

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We ask each employee to take personal pride in the Central Sacramento Valley Resource Conservation and Development Council and in his/her work. We expect each employee to put in a full day's work so that maximum productivity is achieved. By productivity we mean high quality work in sufficient quantity with minimum errors and lost time. Productivity is directly related to the Central Sacramento Valley Resource Conservation and Development Council's ability to demonstrate employee job security, pay increases and advancement.

## **C. PERSONAL APPEARANCE/DRESS CODE**

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Each employee maintaining a professional image is vital to the success of the Central Sacramento Valley Resource Conservation and Development Council in our transactions with clients and the public. Employees must attire themselves in a neat, clean, and businesslike manner.

Acceptable attire includes casual and dress business attire based on the work activities of the day.

Please see your Supervisor regarding questions on acceptable attire.

## **D. HOUSEKEEPING**

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All employees are expected to contribute to the housekeeping duties of their RC&D office.

## **E. TELEPHONE COURTESY**

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Telephone courtesy is of prime importance in establishing the Central Sacramento Valley Resource Conservation and Development Council's professional image with clients and other callers. Standards of telephone courtesy at the Central Sacramento Valley Resource Conservation and Development Council are as follows:

- *Answer all calls within three rings if possible.*
- *Be ready to talk as soon as you pick up the receiver.*
- *Answer calls on another employee's desk or area when unoccupied.*
- *Answer all calls with "Central Sacramento Valley RC&D. This is (your name)." or with "Thank you for calling the Central Sacramento Valley RC&D, how can I Help you?" or with "Thank you for holding, may I help you?" or with "Can you hold please?"*
- *Always go back to acknowledge a waiting party every 30-45 seconds; offer your help or take a message.*
- *When putting someone on hold to answer another line, always give the second caller an explanation that you are on another call and allow the second caller time to acknowledge and agree to hold before doing so.*
- *Return all phone messages promptly upon return to your work area.*
- *Put a smile in your voice. Be helpful and pleasant.*
- *To be of maximum help to our clients, speak distinctly and directly into the receiver.*
- *Always keep writing materials near the telephone and take careful notes, in particular, the caller's name, telephone number and the nature of the call.*

Employees will minimize placing or receiving personal phone calls during working hours. It is recognized that family needs sometimes require such calls. Excessive personal telephone use will not be permitted and constitutes a basis for disciplinary action. All personal employee telephone call expense abuses will be charged to the employee. All long distance personal calls must be charged to the employee's home phone. Employee family members and friends should not use toll-free numbers to call the office. Employee's should not use toll free line unless during official hours on official business.

## **F. PERSONNEL RECORDS**

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Accurate personnel records are required for the benefit of both the employee and the Central Sacramento Valley Resource Conservation and Development Council. It is the employee's responsibility to keep the Central Sacramento Valley Resource Conservation and Development Council informed of your current address, telephone number, change in name, number of dependents and individuals to notify in case of an emergency. The Central Sacramento Valley Resource Conservation and Development Council will rely on the employee's address for communications by mail, the telephone number in case of an emergency, and marital status changes for income tax benefits. Only supervisory and management employees who have an employment-related may inspect the files of that employee. Such an inspection must be approved by the Council President.

## **G. MISREPRESENTATION**

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The Central Sacramento Valley Resource Conservation and Development Council is proud of its reputation for integrity and for the good business ethics of its employees.

Any employee, who deliberately makes any untruthful or misleading statement, omission, or falsification so as to jeopardize the reputation or legal position of the Central Sacramento Valley Resource Conservation and Development Council, will be subject to dismissal.

The Central Sacramento Valley Resource Conservation and Development Council's stationery is to be used for authorized business only. It may not be used for personal letters or other non-Council use.

## **H. LOITERING**

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Loitering in offices or work areas of other employees, or interfering with the work of other employees hinders service to our clients and constitutes unacceptable behavior. Personal conversations should be held to lunch periods and after work hours.

## **I. PROFESSIONAL CONDUCT**

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Employees shall conduct themselves in a courteous and professional manner at all times. Negative, abusive, profane or obscene language will not be tolerated on Central Sacramento Valley Resource Conservation and Development Council's premises. Employees violating this policy will be subject to disciplinary action or termination of employment.

Verbal and/or physical threats against management, the Central Sacramento Valley Resource Conservation and Development Council, clients or fellow employees, while on the premises, could subject the offending employee to termination as well as law enforcement charges by the Central Sacramento Valley Resource Conservation and Development Council. Assault on a fellow employee or client, possession of firearms or other weapons on the Central Sacramento Valley Resource Conservation and Development Council's property, will all be grounds for immediate dismissal.

## **J. SEXUAL/PERSONAL HARASSMENT POLICY**

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The Central Sacramento Valley Resource Conservation and Development Council is committed to an environment for our employees, which is free of sexual harassment. Such conduct is defined by the EEOC as unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual or sex-based nature where: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) an employment decision is based on an individual's acceptance or rejection of such conduct; or c) such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Offensive conduct includes that directed at race, ethnicity, religion, sexual preference, including that intended as humor. Sexual advances by an employee or other forms of personal harassment which unreasonably interfere with performance or create an intimidating, hostile, or offensive working environment will not be tolerated. Sexual harassment includes sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

The term personal harassment also includes, but is not limited to verbal, non-verbal, or physical conduct relating to an individual's race, color, sex, religion, national origin, citizenship, age, or disability.

The following are examples of sexual harassment:

- **Verbal: sexual innuendo, suggestive comments, insults, slurs, threats, jokes about gender-specific traits, or sexual propositions;**
- **Non-Verbal: Making suggestive or insulting noises, leering, whistling, or making obscene gestures; and**
- **Physical: Touching, pinching, brushing the body, coercing sexual intercourse, or assault.**

Employees who feel they are a victim of harassment should report the situation-incident(s) to their Supervisor and/or the An Officer of the RC & D.

The matter will be thoroughly investigated immediately on a confidential basis, and where appropriate, disciplinary action or termination of employment will occur. You will not be penalized in any way for reporting such conduct concerning yourself or another person. Do not assume that the Central Sacramento Valley Resource Conservation and Development Council is aware of the problem. It is your responsibility to bring your complaints and concerns to management's attention, so that management can help to resolve them.

Any employee, who is found after appropriate investigation to have engaged in sexual harassment of an employee, will be subject to disciplinary action, including termination if warranted.

## **K. EMPLOYEE APPEALS (GRIEVANCES)**

The purpose of the employee appeal procedure is to provide a means for employees to resolve their work place concerns with management. All regular and temporary employees of the Central Sacramento Valley RC&D Council may file a grievance under this section.

Definition of an Appeal: A grievance shall be determined as an alleged misapplication of the Central Sacramento Valley RC&D Council employment policies. This procedure represents an intent to offer a dispute resolution mechanism to the employees of the Central Sacramento Valley RC&D Council. Failure by the Central Sacramento Valley RC&D Council to a breach of contract claim.

Timing of Appeals: In order to qualify for processing under this section, an appeal must be filed no later than thirty (30) calendar days after the date on which the aggrieved condition commenced.

Step One: Any employee who is eligible may present an appeal to his/her immediate supervisor for discussion. The supervisor shall have ten (10) regular working days in which to respond to the relief requested. Should the supervisor fail to respond within this time limit or if the employee finds the response unsatisfactory, the appeal may be reduced to writing, clearly specifying the policy allegedly misapplied, and the relief requested. The appeal should be submitted to the Supervisor within ten (10) working days from the time the first step answer was due or was given. The Supervisor should respond in writing within ten (10) days of receipt and if the Supervisor fails to respond within this time, or if the employee finds the response unsatisfactory, or in cases where the complaint is with the Supervisor, the employee may proceed to Step Two.

Step Two: The employee may submit an appeal to the Personnel Committee if Step One has not resolved the issue. Upon receipt of a written appeal, the Personnel Committee will inform the Executive Committee and the President of the appeal. The Personnel Committee shall also convene a meeting wherein statements shall be taken from the appealing employee and the employee's immediate supervisor, as applicable, either separately or jointly at the discretion of the Personnel Committee Chair. The Personnel Committee may also request statements from other employees. The Committee may refuse to grant the employee's request for appeal when the issues involved are minor in nature, or involve evaluations or judgments by management unless they appear to be contrary to policy, malicious or vindictive. The Personnel Committee shall have ten (10) regular working days in which to respond to the employee in writing concerning the relief requested. If the Personnel Committee fails to respond within this time limit, the employee may petition the President of the Council. Failure on the part of the employee to petition other President of the Council within thirty (30) days of the result of Step Two shall result in the appeal being waived.

Step Three: The President of the Council shall convene a meeting with the aggrieved employee, the Personnel Committee Chair, the Coordinator and the Immediate Supervisor, as applicable, either separately or jointly at the discretion of the President. The President may convene an Executive Committee meeting and within ten (10) working days shall respond to the grievant in writing with the final decision. Any and all ruling and/or opinions rendered by the Executive Committee constitutes final action to the individual grievance process. In all instances, a thorough and fair investigation will take place, giving careful consideration to the rights and dignity of the people involved. The President will report the grievance and the result at the next regularly scheduled Board meeting.

#### **L. SMOKING IN THE WORKPLACE**

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Because of our belief that smoking is hazardous to people's health, the Central Sacramento Valley Resource Conservation and Development Council has established a smoke free policy for all inside and enclosed areas including vehicles. Smoking will not be permitted in the offices of the Central Sacramento Valley Resource Conservation and Development Council or in RC&D vehicles. As a condition of employment, we expect each individual to abide by this policy. Violation of this policy may result in termination of employment. Smoking is permitted outside and smokers are required to dispose of their smoking devices appropriately.

The use of chewable tobacco products are also prohibited as they can create safety hazards. Smoking and/or chewable tobacco products in the presence of a client or fellow employee may be offensive. The rights of others must be considered at all times.

#### **M. DRINKING AND DRUGS**

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Congress has recognized the problem of drug abuse by enacting the Drug-Free Workplace Act of 1988. In compliance with the Act, illegal drugs or alcoholic beverages are not permitted on the Central Sacramento Valley Resource Conservation and Development Council's premises. For your own safety, you are prohibited from working under the influence of alcohol or drugs. Impaired conduct endangers yourself, your co-workers, and our clients, and it damages the reputation of the Central Sacramento Valley Resource Conservation and Development Council. Employees using prescription drugs as prescribed by a physician must immediately report the usage to your Supervisor. Management may require an employee to submit to a drug or alcohol test, where there is probable suspicion of drug or alcohol use, or in the event of an accident, while on Central Sacramento Valley Resource Conservation and Development Council's premises, in vehicles or while engaged in RC&D program activities.

As a condition of employment, all applicants who are offered a position with the Central Sacramento Valley Resource Conservation and Development Council may be required to submit to a physical examination which will include a screen for the use of drugs or alcohol by a State or Federal Government certified laboratory. Additionally, in the event Management has probable cause to believe that an employee is under the influence of alcohol or a controlled dangerous substance, it may demand the employee submit to a test to determine the presence of any of the aforesaid substances. Those individuals whose screen produces a positive result for the use of alcohol or a controlled dangerous substance will be encouraged to attend an appropriate treatment facility and may be ineligible for employment or continued employment.

In the case of a positive result for the use of alcohol or any controlled dangerous substance, Management shall provide each person who submitted to the test: (1) a copy of the laboratory test indicating the test results; (2) a copy of this policy; (3) if applicable, written notice of Management's intent to take disciplinary action, terminate employment, or change the conditions of continued employment; (4) provide a written notice concerning the person's right to request an independent test at the person's own cost. The Central Sacramento Valley Resource Conservation and Development Council will assist employees seeking treatment. Employees who seek referrals to local rehabilitation and counseling programs should contact the President of the RC & D Council.

To control the possession, distribution and use of illegal drugs and alcohol, Management may, with or without announcement or probable cause, conduct a comprehensive search and/or inspection of the premises. All desks and other containers on the premises are for employee use, but are the Central Sacramento Valley Resource Conservation and Development Council's property and remain the Central Sacramento Valley Resource Conservation and Development Council's property even though they are being used by an employee.

Employees who report to work under the influence of alcohol or drugs will not be permitted to work. Consuming, selling, transferring, distributing alcohol or illegal drugs on or off the job or any violation of the above Central Sacramento Valley Resource Conservation and Development Council policy can result in immediate dismissal.

## **N. THEFT**

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Unauthorized possession or use of any Central Sacramento Valley Resource Conservation and Development Council property constitutes grounds for immediate dismissal and the filing of criminal charges.

## **O. BUILDING SECURITY**

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At the end of each work day, each employee leaving the building must lock the all doors after he/she leaves. Turn off lights, computers, printers, copier, coffee pot, etc. Employees entering or leaving the Central Sacramento Valley Resource Conservation and Development Council's offices on weekends are required to secure the premises and lock all doors behind them before proceeding.

# **XII. CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL OPERATING PROCEDURES**

## **A. RELATIONS WITH CLIENTS**

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We have a keen appreciation of our responsibility to our clients. The Central Sacramento Valley Resource Conservation and Development Council stands behind its work and employees, of course, share this responsibility. Each of us must do his/her part. We must remember that the client is the reason for our employment and show a sincere interest in the client. The promptness with which clients are waited upon, the courtesy and concern displayed, the care, skill and pride in: your work, neatness, and the appearance of premises, all influence the client to return to the Central Sacramento Valley Resource Conservation and Development Council.

Here are some tips to remember:

- *Greet clients promptly and politely; do not keep clients waiting.*
- *Call clients by their name (i.e., Mr. or Mrs. Jones, Dr. Brown).*
- *Return telephone calls promptly.*
- *Be friendly but not familiar. Show sincere concern.*
- *Don't argue or lose your temper with either the client or your fellow employees.*
- *Keep promises.*
- *Look and act the part of the professional person you are.*
- *Be tactful.*
- *The success, continuation of our business, and the security of our jobs, depend upon the number of satisfied client we create and keep. None of us should ever forget that the person we all work for is the client.*

## **B. CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL AND EMPLOYEE PROPERTY**

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The primary purpose of all Central Sacramento Valley Resource Conservation and Development Council property and equipment is to support us in doing our jobs, to generate business for the Central Sacramento Valley Resource Conservation and Development Council, and thereby to generate continuing financial support for all employees. Central Sacramento Valley Resource Conservation and Development Council property and equipment, therefore, must not be neglected or abused but maintained and cared for. Any misappropriation, neglect or deliberate damage of Central Sacramento Valley Resource Conservation and Development Council property is grounds for disciplinary action or dismissal.

An employee destroying, breaking, defacing or otherwise disturbing the property of another employee will be required to replace or repair the property at his/her expense. If the employee refuses to replace or repair the item to its original quality, the employee will be suspended or dismissed.

### **C. PERSONAL BELONGINGS**

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Employees are cautioned against leaving personal belongings in their work areas. In the event of loss, no insurance coverage is available and the Central Sacramento Valley Resource Conservation and Development Council cannot assume responsibility for such losses.

### **D. CENTRAL SACRAMENTO VALLEY RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL FILES AND RECORDS**

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All Central Sacramento Valley Resource Conservation and Development Council files and records are the property of the Central Sacramento Valley Resource Conservation and Development Council and are confidential. These confidential records include, but are not limited to, information concerning all project budget information of clients, personnel and payroll records of present and former employees, and financial records of the Central Sacramento Valley Resource Conservation and Development Council. Also included are: computer security codes, vendor and supplier purchase records, pending or potential legal actions, and all other information pertaining to the business affairs or operating practices and procedures of the Central Sacramento Valley Resource Conservation and Development Council. Central Sacramento Valley Resource Conservation and Development Council files and records will neither be copied nor disclosed to any party except as authorized by Central Sacramento Valley Resource Conservation and Development Council management. Disclosure of Central Sacramento Valley Resource Conservation and Development Council records may be cause for disciplinary action.

### **E. EMPLOYEE CHARGES**

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The Central Sacramento Valley Resource Conservation and Development Council has accounts with a variety of vendors. Any employee who charges on the Central Sacramento Valley Resource Conservation and Development Council account without prior authorization will be disciplined, and/or dismissed.

### **F. WAGE GARNISHMENT**

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The garnishment of an employee's wages by a creditor is a serious matter. Therefore employees should make satisfactory arrangements with creditors so that your wages will not be attached. The Central Sacramento Valley Resource Conservation and Development Council must honor wage garnishments, as they represent a court order to withhold a portion of your pay.

### **G. GRATUITIES AND GIFTS**

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Employees are not to accept gratuities or gifts from clients, suppliers, or other parties who conduct business with the Central Sacramento Valley Resource Conservation and Development Council if the gratuity or gift may be reasonably assumed to have sufficient value to influence a business decision. Where there is doubt on the appropriateness of such an offering, the employee will either decline it or discuss the matter with his/her supervisor before accepting any gift.

### **H. LEGAL NOTICES AND INQUIRIES**

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The President is authorized to accept service of process or any other legal notices on behalf of the Central Sacramento Valley Resource Conservation and Development Council. This includes lawsuit complaints, subpoenas, petitions and citations, etc.

Whenever public officials, attorneys, news media employees or public interest groups visit, call or write the Central Sacramento Valley Resource Conservation and Development Council, employees must immediately advise their Supervisor. Employees are not authorized to comment on behalf of the Central Sacramento Valley Resource Conservation and Development Council.

## **I. AUTHORITY TO ENTER INTO CONTRACTS**

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No employee has the authority to enter into contracts on behalf of the Central Sacramento Valley Resource Conservation and Development Council. Employees should therefore incur no unauthorized expense on the part of the Central Sacramento Valley Resource Conservation and Development Council.

## **J. MAIL**

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All mail delivered to the Central Sacramento Valley Resource Conservation and Development Council will be distributed to each employee by the authorized person who received the mail.

Every effort should be made that outgoing mail be handled timely thereby reducing the use of overnight and priority mailings which costs the Central Sacramento Valley Resource Conservation and Development Council a lot of money.

## **XIII. EMERGENCY PROCEDURES/ MEDICAL EMERGENCIES**

### **A. FIRE AND OTHER EMERGENCY EVACUATION PLAN**

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The following procedures must be followed should an alarm be activated in the building: any fire, regardless of size, should be reported immediately to the Fire Department. Persons reporting a fire should give:

- *1. Their name*
- *2. The Central Sacramento Valley Resource Conservation and Development Council's name*
- *3. The floor involved*
- *4. The fire's location*
- *5. A description of the type of fire*

If a fire is noticed on any floor, the alarm box must be activated and the person must remain, if possible without harm, to inform a responsible person of the exact location of the fire. A fire extinguisher is located in the supply room next to the restroom and should be used to fight small fires only. All persons should leave the building and await emergency instructions from building management or fire department personnel before reentering. The fire exit is the front door. Premises affected by fire should be left with the doors unlocked.

### **B. FIRST AID MATERIALS**

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Supplies of simple first aid materials such as band-aids, aspirin, etc. are kept in a first aid kit in the supply room. Please ask your supervisor as to the location of these materials if they are needed.

### **C. REPORTING ON-THE-JOB ACCIDENTS**

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Report any accident or injury suffered on the job immediately to your Supervisor.

### **D. VEHICLE ACCIDENTS**

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Vehicle accidents should be reported to the police and then his/her is to be notified immediately.

## **XIV. CONCLUSION**

The greatest asset our Central Sacramento Valley Resource Conservation and Development Council will ever have is satisfied clients. If we are to receive "high grades" on the customer's "report card," each of us must appreciate the fact that satisfying the client is our number one priority. It sits at the very core of our Central Sacramento Valley Resource Conservation and Development Council's ability to thrive and prosper.

A significant factor in delivering client satisfaction evolves around the quality of the service we offer. In our Central Sacramento Valley Resource Conservation and Development Council, service is our "product." It is a product that each of us must deliver day-in and day-out. Even if we do not deal directly with the client on a regular basis, our efforts do make a difference. It is part of everyone's job to deliver a quality service product, whether it be face-to-face or behind the scenes.

The quality of the service we offer cannot be separated from the quality of the provider. This means that each of us individually holds the key to the Central Sacramento Valley Resource Conservation and Development Council reaching the pinnacle of client satisfaction. If we try our very best to provide better service today than we did yesterday, we will have made great strides in ensuring a future for our Central Sacramento Valley Resource Conservation and Development Council and for ourselves.

The Central Sacramento Valley Resource Conservation and Development Council spends time and dollars each year to attract new grants and clients. Each of us must play our part to keep them coming back. We must be driven by a desire to make quality service our top goal. We must never lose sight of the fact that the impression we leave on our clients is an advertisement, good or bad. Every time we provide a service to the client we either improve the client's perception of the Central Sacramento Valley Resource Conservation and Development Council or diminish it.

As we proceed each day to provide quality service for our clients, it will serve each of us well to keep in mind these words: Client satisfaction is an all-of-the-time thing, not a some-of-the-time thing. It is something we do with a client, not something we do for a client. It is based on meeting the needs and wants of clients as they see them, not as we see them. It is treating each individual client as if that individual were our only client.

This Handbook has been prepared with the intent of anticipating many questions which the employee may have wanted answers. If, after reading this Handbook, you have unanswered questions, you are encouraged to discuss them with your supervisor. The supervisor will answer the question or get the answer for you.

The Central Sacramento Valley Resource Conservation and Development Council has the right, to make and enforce new rules and to enforce, change, abolish or modify existing rules, Central Sacramento Valley Resource Conservation and Development Council policies, procedures or benefits applicable to employees as it may deem necessary or advisable.

Thank you for taking time to read and study this Handbook. Should you have any questions or suggestions, please let us hear from you.

## **XV. SIGNATURE PAGE**

I certify that I have received a copy of the Central Sacramento Valley Resource Conservation and Development Council's Employee Handbook and agree to comply with the standards it establishes. It is understood that this Manual contains the operating procedures for the Central Sacramento Valley Resource Conservation and Development Council and it is not intended to be nor constitutes an agreement for employment. I understand that the operating procedures contained in this Handbook can be changed at the sole discretion of the Central Sacramento Valley Resource Conservation and Development Council without prior notification.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

These policies were approved at an official Central Sacramento Valley RC&D meeting on July 12, 2004. However, the policies were placed into effect on May 12, 2004.

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