



***EMPLOYEE HANDBOOK,
CODES OF SAFE PRACTICE &
COVID-19 PREVENTION***

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TULARE PUBLIC CEMETERY DISTRICT'S EMPLOYEE HANDBOOK

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TULARE PUBLIC CEMETERY DISTRICT

INTRODUCTION

WE WELCOME YOU

WELCOME! As an employee of Tulare Public Cemetery District, you will find your employment to be both rewarding and challenging.

Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute to the success of Tulare Public Cemetery District.

This Employee Handbook sets forth the terms and conditions of employment for all full and part-time employees and supervisors. Individual written employment contracts may supersede some of the provisions of this handbook.

This Handbook is designed to familiarize you with our primary policies. Your supervisor or manager will be happy to answer any questions you may have.

TULARE PUBLIC CEMETERY DISTRICT

EMPLOYMENT POLICIES

AT-WILL EMPLOYMENT

Tulare Public Cemetery District is committed to a standard of excellence in the products and services that it provides its clients. All employees participate in the efforts to meet this commitment and to achieve a standard of excellence. Because Tulare Public Cemetery District and its employees are evaluated on their performance and results, it is important that **both** parties retain the ability to determine their own relationships with one another.

Employment at Tulare Public Cemetery District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Tulare Public Cemetery District. Nothing in this Handbook or in any document or statement will limit the right to terminate employment at-will. No manager, supervisor or employee of Tulare Public Cemetery District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Board of Trustees of Tulare Public Cemetery District has the authority to make any such agreement, and then, only in writing.

EQUAL EMPLOYMENT OPPORTUNITY

Tulare Public Cemetery District is an at-will equal opportunity employer and makes employment decisions on the basis of merit. It is our policy to afford equal employment opportunity to all individuals, regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, including cancer, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, transgender status, sex stereotyping, or military or veteran status, or any other basis protected by applicable law.

Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination, including harassment or discrimination based on sex, gender identity, transgender status, sex-based stereotypes, pregnancy, childbirth or related medical conditions, breastfeeding and the exercise of the right to family care and medical leave, or any other prohibited basis. Our policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

When necessary, we will make reasonable accommodations for disabled employees and for pregnant employees who request an accommodation for pregnancy, childbirth, breastfeeding or related medical conditions as well as religious dress and grooming. We

are completely committed to these principles—not only because of the various Federal, State and local laws which address these subjects—but because it is the right thing to do.

Our commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, disciplinary action, and all other matters of employment. This commitment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

EMPLOYEE INFORMATION

We rely on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE CLASSIFICATIONS

INTRODUCTORY EMPLOYEE

The first ninety (90) days of your employment is a get acquainted period during which you generally do not qualify for any discretionary, company sponsored benefits.

During the Introductory Period, your supervisor will explain your job responsibilities and the performance standards expected of you. At the end of your introductory period, your supervisor will review your progress, and determine whether you will be assigned to “regular” status, or whether the Introductory Period will be extended. Until your supervisor changes your classification, you will remain in the introductory period. The “at will” relationship will continue even after you become a regular employee.

FULL-TIME

“Regular full-time employees” are those employees who have completed the introductory period and are regularly scheduled to work at least thirty-two (32) hours per week.

PART-TIME

“Regular part-time employees” are those who work more than eight (8) hours and fewer than thirty-two (32) hours per week. To be considered regular part-time, employees must have successfully completed the introductory period and be customarily assigned to a regular schedule of work on certain days or during certain hours each week. Not all benefits are provided to regular part-time employees. Some benefits may apply to regular part-time employees on a prorated basis; in such instances this is specifically stated in this handbook.

TEMPORARY

Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees (those hired with the understanding that their employment will be temporary) may be ineligible for various benefits in this handbook although they are expected to conform to the other policies described herein. Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees may work any number of hours per week (even as many as a full-time employee) and still remain classified as temporary.

INACTIVE

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds one (1) month will be placed on inactive status. During the time the employee is on inactive status, benefits will not be earned and seniority will not continue to accrue.

GENERAL

Although "*regular*" positions are intended to be a part of continuing operations, there is no guarantee that the job will continue or that work will be available on an everyday basis. Any position, whether regular, introductory, temporary, leased, casual, seasonal, common law, relief, occasional or on-call, may be reduced or eliminated at any time with or without notice.

We reserve the right, at any time, with or without notice to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to our operations. Your cooperation and assistance in performing such additional work is expected.

QUALIFICATIONS

In some classifications, before an employee is hired, they may be required to pass a background check and a physical examination which includes a drug test, for which we will pay. This is in compliance with the law and is for the public's protection as well as ours and that of our employee.

If a question regarding physical or mental disability arises after employment, the employee may be required to take an examination, conducted by a physician approved by Tulare Public Cemetery District.

EMPLOYMENT ANNIVERSARY DATE

The date your employment begins with Tulare Public Cemetery District is your official anniversary date, which is used to compute your length of service and accumulation of benefits.

YOUR SUPERVISOR

Your supervisor has been selected by management for their experience and ability to handle work assignments. As the manager of a project, shift or operation, a supervisor is responsible for the efficient operation and interested in helping you make correct decisions. They answer to the management of Tulare Public Cemetery District.

It is the policy of Tulare Public Cemetery District that the work of all employees shall be assigned, directed, and reviewed by supervisory/management. Employees will ordinarily have only one (1) supervisor to whom they are responsible.

It is the responsibility of the supervisory and management personnel to ensure that the goals are achieved and policies established by this handbook are implemented. Included in the responsibilities are the following:

- Interviewing and hiring of employees;
- Training employees in specific job duties;
- Keeping employees fully informed on all factors relating to their work assignments;
- Evaluating the performance of employees and recommending rate of pay;
- Scheduling time off, meals and rest breaks;
- Controlling absenteeism and tardiness;
- Verifying employee time records and approving overtime when it is necessary;
- Recommending hiring of additional personnel or elimination of a job;
- Protecting the safety and health of employees and reporting injuries, incidents and near misses of employees;
- Maintaining neat and orderly work areas;
- Implementing suggestions, disciplinary, and problem review procedures; and,
- Ensuring that all rules and regulations are observed by employees.
- Termination of employees.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. "Relatives" include spouses, cohabitants, registered domestic partners, children, siblings, parents, in-laws and step-relatives. Present employees who marry, become registered domestic partners, or begin to cohabit will be permitted to continue

working in the job position held only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest.

REQUIREMENTS FOR EMPLOYMENT

The following are requirements for employment with Tulare Public Cemetery District:

- Must have a valid Social Security Number;
- Must complete an I-9 form with appropriate documentation establishing right to work in the United States in compliance with state and federal law;
- Must complete a W-4 form;
- Must have completed an employment application;
- If you will drive, you must display a valid driver's license with correct class rating and photograph and we may require a current DMV report;
- If you are under 18 years of age, you must state your age. If you are required to attend school, you must also have a work permit issued by your school;
- All employees with driving-related duties must maintain a satisfactory record. Anyone with excessive tickets or other driving problems will not be retained in employment;
- Must attest to physical condition, with reasonable accommodation, appropriate to perform the job applied for;
- **Insurability** - All employees must remain insurable under our general and/or vehicle liability insurance policy. If any employee is declared uninsurable or a higher rate is charged by our insurance carrier due to the employee's driving record, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated their employment as of the date of notification by the insurance carrier; and,
- **Drug and Alcohol Program** - Tulare Public Cemetery District reserves the right to require drug and/or alcohol testing of any applicant or employee to the extent permitted by law. The testing program supplements other means, such as personal observation, by which the use of drug and alcohol can be detected.

ATTENDANCE

Employees should only be on the premises during their scheduled hours of work, arriving for work early enough to begin work at the scheduled starting time, but not so early as to create overtime. Departure should be promptly after the quitting time scheduled by the supervisor.

Regular attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee of Tulare Public Cemetery District.

Unsatisfactory attendance, including reporting late or quitting early, or absent without a reason satisfactory to Tulare Public Cemetery District, may result in disciplinary action up to and including termination. If you are absent due to illness, you may be required to submit appropriate medical documentation which sets forth; (1) the date on which you became ill, (2) the expected date of return, and (3) a brief description of the subject illness which does not invade the privacy of the employee, but provides Tulare Public Cemetery District with confirmation that the employee's absence was due to illness.

If for any reason you cannot report for work on time, personally contact your supervisor as soon as possible. When reporting an absence, the expected date of return to work must be given. If unknown, a call is required each day. Notification must be given by the employee, not a relative, friend or fellow employee except in an emergency.

An employee who is absent for one (1) or more days without notification or calling will be considered to have abandoned the job and to have voluntarily resigned unless a reasonable excuse is offered and accepted by management. All Tulare Public Cemetery District owned property (vehicles, keys, uniforms, identification badges, credit cards, cell phones, phone chargers, computers, etc.) must be returned immediately upon termination of employment.

SCHEDULING NOTE

Because scheduling is crucial to the overall effectiveness of our operations, we ask that the following conditions be noted so that you may provide Tulare Public Cemetery District with adequate notice for fulfilling this requirement.

- We understand that in the case of a funeral due to a death in your immediate family, you may need time off. Please give Tulare Public Cemetery District timely notice so we may handle any rescheduling that may be required. Based on specific circumstances, the time off period may be extended. Each case will be handled on an individual basis.

- Jury duty and court appearances may also require adjustments in the schedule. In the case of jury duty, give Tulare Public Cemetery District timely notice. If you are chosen to report for possible selection for jury duty in Superior Court or Federal Court, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes. Tulare Public Cemetery District is not required to pay for time spent on jury duty.

- Doctor appointments are generally scheduled far enough in advance for any scheduling changes that may be necessary. Timely notice is again the key. Remember to

notify your supervisor just as soon as you are aware of the appointment. Tulare Public Cemetery District may request proof regarding the appointment at any time.

APPEARANCE AND CLEANLINESS

No one has a second chance at a first impression. Personal appearance is always important to you and Tulare Public Cemetery District. You are asked to wear articles of clothing suitable to the type of work you perform and the environment in which you work. Articles of clothing should be neat, clean, safe, in good taste and provide a professional image. Shorts, torn, worn or revealing clothing, are not permitted. If you are provided with a uniform, you are required to wear the uniform.

Footwear should be solid, non-slip shoes with good support for those who must be on their feet for long periods of time. No flipflops, open toe shoes, sandals, platform or spike heel shoes are to be worn.

Hair must be neat, clean and well groomed. Employees with long hair must maintain a neat hair style and keep it pulled away from the face.

Makeup should be simple and natural looking. Jewelry is acceptable if it is simple and appropriate. Jewelry should not present a safety hazard. Dangling jewelry may create a hazard and is not permitted. Only one (1) set of earrings is allowed; jewelry in piercing other than earrings is not allowed. No visible tattoos, stretching of ear lobes or plugs. The use of perfumes and colognes should be light and non-offensive. Fingernails must be kept clean and neatly trimmed or filed.

You are expected to maintain your work station in a neat, clean manner and contribute to keeping our interior work and eating areas clean and uncluttered. Our clients expect and are entitled to a clean, professional appearance. Interpretation of these provisions rest solely with management.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a supervisor with day-to-day personnel responsibility and to discuss the need for accommodation.

SMOKING & ELECTRONIC CIGARETTES

In keeping with a desire to provide a safe and healthful work environment, we do not allow smoking, vaping and the use of smokeless tobacco in the workplace. Smoking and the use of smokeless tobacco is expressly prohibited in our facilities and vehicles as well as the homes, facilities and vehicles of clients.

EMPLOYEE DATA FILE

Because Tulare Public Cemetery District needs to have certain information available at all times, please notify your supervisor at once whenever there is a change in your:

- Address;
- Phone numbers;
- Driver's License status;
- Eligibility to work in the United States;
- Insurance and/or Retirement Plan Beneficiary;
- Marital status;
- Name - through marriage or otherwise;
- Number of dependents;
- Insured dependents' address, status or pertinent medical information;
- Person to notify in case of accident or illness;
- W-4 Form information; and,
- Professional licenses, registrations and certificates.

The employee data file is extremely important and it is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Tulare Public Cemetery District will maintain confidentiality and disclose such information only as follows:

- As allowed by law;
- To the employee's personal physician upon written request or permission of the employee; or
- As required for workers' compensation cases.

PERSONNEL RECORD FILE

Employees have a right to inspect or receive a copy of their Personnel Record File which maintains information relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Categories of records that are generally considered to be "personnel records" are those that are used or have been used to determine an employee's qualifications for promotion, additional compensation, or disciplinary action, including termination. The following are some examples of "personnel records" (this list is not all inclusive):

- Application for employment
- Payroll authorization form
- Notices of commendation, warning, discipline, and/or termination
- Notices of layoff, leave of absence, and Paid Time Off
- Notices of wage attachment or garnishment
- Education and training notices and records

- Performance appraisals/reviews
- Attendance records

Any request to inspect or copy personnel records must be made in writing to the personnel manager who can also supply you with a form for making a written request.

You may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Tulare Public Cemetery District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location with no loss of compensation for going to that location to inspect or copy the records. The records will be made available no later than 30 calendar days from the date your written request to inspect or copy your personnel records is received. You may agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request.

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 15 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, we will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

TULARE PUBLIC CEMETERY DISTRICT

WAGE, HOUR & OVERTIME

WAGES & SALARY

Tulare Public Cemetery District seeks to pay all employees according to fair and uniform principles and in relation to the responsibility and value which they contribute to our success. Within the limits of Tulare Public Cemetery District's capability to do so, we will attempt to set wages at levels comparable to wages paid for the same responsibilities in similar organizations.

HOURLY

All Introductory Period employees will receive no less than the highest statutory minimum wage provided by the State or Federal governments. The amount of your wage, any increase and the timing of that increase is based primarily on business conditions and employee performance. Supervisors are responsible for appraising employee performance based on previously discussed standards.

SALARY EXEMPT

Exempt employees are those who are engaged in work which is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Time cards, overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees except for billing purposes.

RAISES AND REVIEW STANDARDS

The personal contribution of each employee to do productive and quality work is important to our current and future success. For this reason, your performance in these areas is an important aspect of your job.

As a measurement of quantity and quality of output, several elements of your performance are considered in the observation of your work. In broad terms, they include, but are not limited to:

- Commitment to client satisfaction.
- Dependability in following instructions and completing assignments within job standards for your position.
- Presence and punctuality.
- Personal conduct.
- Attitude toward clients, suppliers, other employees, and supervision.

- Cooperation in the teamwork effort of completing a job.

Wage and salary increases are given on the basis of merit rather than length of service. Any increase awarded will be effective at the beginning of the pay period following that in which the employee is notified of the increase.

These merit elements may also be the determining factors if a layoff is required due to business changes. If you are unsure as to the more specific performance requirements of your assignment, you should ask your supervisor for a comprehensive explanation, and review of your job description.

In the case of a promotion or an increase in the responsibilities of an employee, a special performance review may be conducted. A review does not necessarily mean you will get an increase in pay, but it is conducted to assess your current job performance, which may be accompanied by a wage adjustment.

TRAVEL, TRAINING & EXPENSE REIMBURSEMENT

Employees who are required to travel in their own vehicle during the workday shall be reimbursed at a designated rate per mile and a request for reimbursement must be made by submitting a statement. Requests for payment of meals and other approved expenses must be accompanied by receipts and submitted to the person authorizing such travel.

When your worksite changes, your workday begins when you arrive at the work-site at your scheduled time and are prepared to begin work.

When company transportation is provided for your convenience, and you are not required to perform work prior to your conveyance to the work-site, your workday begins at your scheduled time when you arrive at the work-site and are prepared to begin work.

Drivers of company vehicles that are provided for the convenience of the employee generally are not paid to drive the vehicle for their own transportation before or after the scheduled shift. Drivers of company vehicles who are required to transport employees and/or materials to the job site are considered to be working and will receive their regular rate of pay.

Non-exempt employees will be paid for their travel and attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and,
- Any hours in excess of eight (8) in a day or forty (40) in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

The training rate per hour is equal to the higher of the state or federal minimum wage.

HOURS OF OPERATION

Regular office hours are Monday through Friday from 8:00am to 4:00pm.

All full time employees are provided two (2) 10-minute breaks and a meal period of at least thirty (30) minutes at which time they will be relieved of all duty. Your individual workweek, your particular hours of work, and the scheduling of your rest and meal periods will be determined by your supervisor and may vary from the above.

REPORTING TIME PAY

Whenever you are required to report for work and do report but are not put to work you shall be paid one half ($\frac{1}{2}$) your scheduled shift but not less than two (2) hours nor more than four (4) hours at your regular rate of pay.

When you are required to call in to see if you need to report to work but do not need to physically report, you shall be paid two (2) hours at your regular rate of pay. If you are not scheduled to work, and are called in, you shall be paid a minimum of two (2) hours at your regular rate of pay.

If you are required to report for work a second time in any one (1) workday and are furnished less than two (2) hours of work on the second reporting, you shall be paid for two (2) hours at your regular rate of pay.

The preceding reporting time pay provisions are not applicable when:

- Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; or
- Public utilities fail to supply electricity, water, or gas, telephone, internet or there is a failure in the public utilities, or sewer system; or,

- The interruption of work is caused by an Act of God or other cause not within Tulare Public Cemetery District's control.

SEVERANCE PAY

Tulare Public Cemetery District does not provide severance pay to employees who terminate voluntarily or involuntarily.

HOURS AND OVERTIME

EXEMPT EMPLOYEES

- Exempt employees are employees whose work is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Record keeping (except for billing purposes) and overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees.

NON-EXEMPT EMPLOYEES

- When you are required to work more than eight (8) hours in any workday or more than forty (40) hours in any workweek you shall receive one and one-half (1½) times your regular rate of pay for all hours you work over eight (8) in the workday and forty (40) hours in the workweek.

- You shall receive one and one-half (1½) times your regular rate of pay for all hours you work up to eight (8) on the seventh (7th) day worked in any workweek.

- Double your regular rate of pay shall be paid for all hours worked in excess of twelve (12) hours a day or in excess of eight (8) hours on the seventh (7th) day worked in any workweek.

- Only actual hours worked will count towards computing overtime compensation.

- Any change in schedule including overtime requires supervisory approval. Anyone working unauthorized overtime or refusing to work requested overtime shall be subject to disciplinary action, suspension and/or termination.

- Employees may request time off in writing for personal obligations. If such time off is approved and make-up time is scheduled and worked in the same workweek, no overtime will be paid for time worked in any day in which time worked is no more than eleven (11) hours and no more than forty (40) hours in the workweek.

- Overtime will be worked only when necessary and you will be expected to work necessary overtime.

- Overtime work will be distributed as equitably as practical among those who normally do the work and those who are qualified to do the work.
- Employees are required to maintain their time records with correct notations regarding time in, out and meals as well as full name and date. Employees must also note in the time record the reason for any absence.

REST, MEAL & BREAK PERIODS

REST PERIODS

All employees who work a regular workday are provided two (2) 10-minute rest periods, where you are relieved of all duty, one (1) in approximately the middle of each half (½) shift. Rest periods may not be combined, used in conjunction with the meal period, or saved for use at the end of the day. The rest period is authorized and permitted, but you are not required to clock out. If you are unable to take your rest period, you must notify management so that the situation can be remedied.

No rest period need be taken when your total daily work time is less than three and one-half (3½) hours worked.

MEAL PERIODS

You will be provided an uninterrupted meal period of not less than thirty (30) minutes during any work period of more than five (5) hours. When a work period of not more than six (6) hours will complete your day's work, you may sign a waiver of the meal period.

During meal breaks, employees are relieved from duty, with freedom of activity during that time. If you are unable to take at least thirty (30) minutes of uninterrupted time for your meal period, you must notify management so that the situation can be remedied.

LACTATION BREAKS

Tulare Public Cemetery District will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. If possible, the break time should be taken concurrently with other break periods already provided. If this time does not run concurrently with normally scheduled rest periods, employees should clock out for this time and such time will be unpaid. Tulare Public Cemetery District will also make a reasonable effort to provide the employee with the use of a room, (other than a restroom,) in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing breast milk. The employee will also have access to running water, an outlet to plug in any equipment, and a place to store breast milk in order to keep it cool.

Employees should notify their immediate supervisor if they are requesting time to express breast milk under this policy. Employees have the right to file a complaint with the state for any violation under this policy.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

PAY CHECK INFORMATION

WORKWEEK

The workweek is from Sunday 12:01am through Saturday midnight.

PAY PERIOD

The pay period is two (2) workweeks.

PAY DAY

Earnings will be calculated at the end of each pay period and then distributed on the established pay day which is Friday of every other week. If a holiday falls on that day, the following work day will be the pay day.

No one other than the employee to whom a check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. Your earnings are the gross pay indicated on your pay check and not your net take home pay. *(See below)*

TIME KEEPING FOR HOURLY AND NON-EXEMPT EMPLOYEES

All nonexempt employees are required to keep a record of their time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees must record when they begin and end their meal period.

Employees also must record their time whenever they leave the work site for any reason when not engaged in on duty work. Employees are not allowed to work "off the clock." Working off the clock violates company policy. Employees will be required to certify that their time record is accurate. Acceptable rounding practices guidelines may be in use in computing time worked.

Any errors on your time record should be reported immediately to your supervisor. Any corrections or changes in the time record must be reviewed or substantiated by a supervisor. Recording time for another employee, or allowing another employee to record your time, or altering a time record is not permissible and is subject to disciplinary action, up to and including termination.

TARDIES/ABSENCES

You are responsible for your schedule so that you are ready to begin work at your scheduled start time. Arriving at your work station after your scheduled start time is considered a tardy, even if it is only one (1) minute late! Excessive tardies or unexcused absences may result in discipline, up to and including termination.

PAY CHECK

At the time of each payment of wages, you will receive an itemized statement in writing showing:

- The name of the employee;
- An employee identification number or the last four digits of the social security number;
- The gross wages earned;
- All deductions;
- Net wages earned;
- Sick days available;
- The total hours worked;
- The applicable hourly rates and the corresponding number of hours worked at each rate;
- The available PTO hours
- The inclusive dates of the period for which the employee is paid; and,
- The name and address of the legal entity that is the employer.

DEDUCTIONS

There may be additional deductions from your payroll check in the form of repayments of payroll advances, insurance premiums, self-contributed retirement and others. If there is to be additional withholding, other than the mandatory withholding, written authorization allowing Tulare Public Cemetery District to deduct the amounts desired will be required.

We discourage payroll advances, but if an emergency necessitates such an advance, it is to be understood that payroll advances are a form of payment for services to be performed, whether this be for a Paid Time Off advance or any other advance on payroll to be earned. Inasmuch as the payroll advance is for work to be performed, any outstanding payroll advance will be collected in the terminal check upon separation.

As a result of current laws, you will notice that certain deductions will be taken out of your payroll check. These mandatory deductions are:

- Federal Income Tax (FIT);
- Social Security Tax (FICA);
- Medicare Tax & Additional Medicare Tax;
- State Income Tax (SIT);
- State Disability Tax (SDI) includes Paid Family Leave (PFL);
- Cal PERS;
- Sick days used; and,
- Any garnishments.

TULARE PUBLIC CEMETERY DISTRICT

EMPLOYEE BENEFITS

BENEFIT INFORMATION

Tulare Public Cemetery District provides certain mandated and discretionary benefits to qualified employees. These benefits are described below to provide you a brief summary of selected features of the benefit program. Tulare Public Cemetery District reserves the right to modify, supplement, curtail, or eliminate any feature of a benefit plan, or the entire benefit program, if the employer determines, in its sole discretion, that such action is warranted.

Temporary, leased, casual, seasonal, inactive, common law, relief, occasional or on-call employees are **excluded** from all discretionary benefits. "Regular part time employees" may be excluded from all or some discretionary benefits described. "Regular full time employees" and, in some cases where benefits are offered, "regular part time employees" must meet specific eligibility requirements before being offered certain discretionary benefits.

After reading the benefits described herein, employees should contact Personnel to obtain the qualification criteria, review the official plan documents and, where applicable, the actual insurance policies, to identify all of the terms. If any real or apparent conflict exists between the brief benefit summaries in the handbook and the actual provisions of the official plan documents, the terms of the official plan documents will control.

HOLIDAYS

The following days will be designated as paid holidays. Eligible employees will be paid "holiday pay" of one day's pay at the employee's regular straight time rate of pay for their regularly scheduled hours:

- New Year's Day - January 1st
- President's Day - Third Monday in February
- Good Friday - Friday before Easter Sunday
- Easter
- Memorial Day (Floating Holiday) - Employees are scheduled and it is a mandatory work day but will be a "Floating Holiday" to be taken in the year it was earned.

- Independence Day - July 4th
- Labor Day - First Monday in September
- Veteran's Day - November 11th
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving - Friday
- Christmas Eve - December 24th
- Christmas Day - December 25th

When a holiday falls on a weekend, the day officially observed will be considered a holiday, generally Saturday holidays will be observed on Friday and Sunday holidays on Monday. If an eligible employee performs work on the above holidays the employee will be paid "holiday pay."

In order to be eligible for holiday pay an employee will be a "*regular full-time employee*" currently on the payroll and will have worked the scheduled work day prior to the holiday and the first scheduled work day following the holiday unless excused by management.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive holiday pay.

PAID TIME OFF (PTO)

Paid Time Off time offers us all a chance to get away from work and relax. We recognize seniority by awarding increasing PTO benefits with increasing tenure.

"*Regular full-time employees*" who have been continuously employed by Tulare Public Cemetery District for the following periods will receive the listed PTOs annually with pay based on straight time (S/T) hours:

- One (1) year through three (3) years of continuous employment:
(112 hours) Paid Time Off.
Accrues at .0565 hours per S/T hour worked.
- Four (4) years through five (5) years of continuous employment:
(136 hours) Paid Time Off.
Accrues at .0686 hours per S/T hour worked.
- Six (6) years through ten (10) of continuous employment:
(160 hours) Paid Time Off.
Accrues at .0807 hours per S/T hour worked.

- Eleven (11) years through fifteen (15) years of continuous employment:
 (184 hours) Paid Time Off.
 Accrues at .0928 hours per S/T hour worked.
- Sixteen (16) years through twenty (20) years of continuous employment:
 (208 hours) Paid Time Off.
 Accrues at .1050 hours per S/T hour worked.
- Twenty-One (21) years of continuous employment and thereafter:
 (232 hours) Paid Time Off.
 Accrues at .1170 hours per S/T hour worked.

Employees are encouraged to take Paid Time Off in one week segments. Paid Time Off time-off should be requested at least one month in advance or earlier to secure a desired date. If there is a conflict between employees requesting the same Paid Time Off date, normally the first person requesting the date will be the one having the choice. No Paid Time Off requests may be taken May 16-31.

Paid Time Off time ceases to be earned when the employee has accumulated the listed amounts in the chart below and will not resume until the accumulation falls below the maximum accumulation amount for that earning year.

One (1) to three (3) years	168 hours Cap
Four (4) to five (5) years	204 hours Cap
Six (6) to ten (10) years	240 hours Cap
Eleven (11) to fifteen (15) years	276 hours Cap
Sixteen (16) to twenty (20) years	312 hours Cap
Twenty-One (21) years and thereafter	348 hours Cap

Salaried employees will receive their regular salary.

On December 1st of each year employees may request to cash out ½ of their accrued and unused Paid Time Off (PTO). This is the only time of the year an employee can cash out other than during separation of employment.

Terminating employees will be paid their prorated Paid Time Off pay.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive Paid Time Off pay.

GROUP INSURANCE

Group health insurance with dental coverage will be offered as part of Tulare Public Cemetery District's benefit program for "*regular full-time employees*," who have served their introductory period and become a regular full-time employee employed at least 32 hours per week. When employment drops below 32 hours per week, eligibility ends.

Tulare Public Cemetery District will pay the employee's premium for the group insurance. If you wish to have dependent coverage, the cost of the dependent coverage will be paid solely by you and deducted from your check as a payroll deduction.

An employee of Tulare Public Cemetery District covered by group insurance who works less than 40 hours per week during a 30-day period or less will be eligible for coverage again at the first of the month following return to full-time work. An eligible employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of continued coverage. You may contact the carrier or administrator for more information. Tulare Public Cemetery District reserves the right to make changes in medical benefits and carriers.

If insurance coverage is provided during employment, under certain conditions, state and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier or administrator for more information.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

RETIREMENT PLAN

A retirement program will be made available to you as a "*regular full-time employee*" continuously employed by Tulare Public Cemetery District. If available to you, details of the plan will be provided to you and included in a Plan Document that gives full disclosure on the program.

UNEMPLOYMENT INSURANCE

If your employment terminates, you may be eligible to receive Unemployment Insurance. The cost of this coverage is completely paid for by Tulare Public Cemetery District through taxes imposed by both the State and Federal governments.

Unemployment Insurance is not charity or welfare, but insurance. We pay the cost so you will have a weekly income when you are out of work through no fault of your own.

Depending on how much you earned during the prior eighteen (18) months, you may be entitled to receive payments per week for as long as twenty six (26) weeks.

As soon as you become unemployed, contact the nearest state Employment Development Department (EDD) field office to file a claim. To qualify for unemployment insurance, you must be physically able to work, available to accept work, and actively seeking work. Termination for misconduct or a voluntary quit may disqualify you from receiving Unemployment Insurance.

If you have any questions regarding the Unemployment Insurance Program, ask your supervisor or direct your question to the Employment Development Department.

Tulare Public Cemetery District also pays a Federal Unemployment Tax (FUTA) on your earnings to a federal program that provides guidelines to states in setting up their unemployment insurance programs.

STATE DISABILITY INSURANCE

Employees who suffer a non-work-related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are funded through mandatory payroll tax deductions from your wages. SDI is required by the Disability Insurance provisions of the California Unemployment Insurance Code.

The purpose of SDI is to partially insure you against wage loss because of unemployment resulting from illness or injury occurring away from the job. This insurance pays a weekly benefit depending on earnings in prior periods. If you are hospitalized from the first day of injury or illness, or are ill or injured for more than one (1) week, you are entitled to SDI benefits. Return to work may require a doctor's clearance.

A portion of the SDI tax funds the state's Paid Family Leave program which provides partial wage replacement for absences related to the care of a family member or bonding with a new child.

Forms are available from your doctor and in any office of the Employment Development Department. If you have any questions regarding the State Disability Insurance program, ask Personnel or direct your question to the Employment Development Department.

PAID FAMILY LEAVE

The State Employment Development Department's (EDD) Disability Insurance Branch administers a program funded by employee withholdings called Paid Family Leave. No more than eight (8) weeks of Paid Family Leave benefits may be paid within any twelve (12) month period. Paid Family Leave is a component of the State Disability Insurance (SDI) program and workers covered by SDI are also covered under Paid Family Leave.

ELIGIBILITY REQUIREMENTS

- An employee may file a claim for Paid Family Leave benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, domestic partner, grandparent, grandchild, sibling and parent-in-law;
- To bond with the employee's new child or the new child of the employee's domestic partner; or
- To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee's domestic partner.

- A medical certificate is required when a Paid Family Leave claim is filed to provide care for a seriously ill family member. The certificate must include a diagnosis and International Classification of Diseases code; the commencing date of the disability; the probable duration; the estimated time care is needed; and state that the serious health condition warrants care. This includes "providing psychological comfort" and arranging "third party care."

- For bonding, Paid Family Leave is limited to the first year after the birth, adoption, or foster care placement of a child. A separate certification must be completed for leave associated with the birth, adoption, or foster care placement of a child.

- Employees are required to use up to two (2) weeks Paid Time Off leave, if eligible, prior to receiving benefits. The first week of Paid Time Off can be used during the waiting period.

- Employees cannot receive Paid Family Leave while receiving SDI, Unemployment Insurance, or Workers' Compensation benefits.

- An individual is not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time that the individual is providing the required care.

- An individual who is entitled to leave under the federal Family Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrent with leave taken under those acts.

The granting of Paid Family Leave does not guarantee the employee's right to return unless the leave is in combination with another leave policy that requires employee reinstatement.

If Paid Family Leave provides a specific date of return, failure to return from leave in accordance with a mutually agreed date or acceptance of employment elsewhere will result in termination, effective at the beginning of the leave of absence.

WORKERS' COMPENSATION INSURANCE

We carry Workers' Compensation Insurance to protect employees who are injured on the job or become ill from conditions on the job. The cost of this coverage is completely paid for by Tulare Public Cemetery District.

This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related illness or injuries. Compensation payments begin from the day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized.

If you are injured while working, you must report it immediately to your supervisor, regardless of how minor the injury may be. If you have any questions regarding the Workers' Compensation Insurance program, ask your supervisor.

Upon submission of a medical certification that an employee is able to return to work from a Workers' Compensation leave, the employee will be reinstated to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a Workers' Compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

The law provides that any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

SOCIAL SECURITY - MEDICARE

As an employee of Tulare Public Cemetery District, you are covered under the provisions of the Federal Insurance Contribution Act (FICA) better known as Social Security and Medicare. Social Security benefits are often a significant foundation in providing you and your family a retirement income. The amount deducted from your wages for Social Security taxes is matched by Tulare Public Cemetery District.

The total contribution by you and Tulare Public Cemetery District is credited toward your Social Security and Medicare benefits which may be available at the time you are eligible to retire. In addition, disability and survivors benefits are financed through Social Security deductions. Questions regarding Social Security and Medicare benefits should be directed to the local Social Security office.

TULARE PUBLIC CEMETERY DISTRICT

COMPANY POLICIES

POLICY ON LEAVES

We ask that only requests for leaves of absence for significant reasons be made. Because of the many reasons for a requested leave, they will not all be listed. All requests will be reviewed by Tulare Public Cemetery District and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery District when reasonable advance notice is given. Military, Civil Air Patrol volunteers, volunteer firefighter, reserve peace officer or emergency rescue personnel, Witness, Jury, Family Care, Voting and Pregnancy leaves will be allowed in compliance with applicable law.

Leave requests are required for an employee's absence for medical or personal leave for the period of need. The term "medical" and "mental" as used herein encompasses all temporary medical and mental disabilities. The employee's temporary disability status must be verified with appropriate medical documentation on a periodic basis. All requests will be reviewed and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery District.

If you are off work due to an injury or illness, you are required to contact your supervisor once each week to report your status. When medical proof of such disability is required, it must be supplied by a health care professional in writing.

Any request for leave must be made as far in advance as possible using the appropriate form. Further, the request must contain the reason for the leave and the anticipated return date. A failure to do so may result in disciplinary action up to and including termination of employment.

A personal leave of absence without pay may be granted at the discretion of Tulare Public Cemetery District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Employees who serve in the military and take military leave are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Requests for leaves of absence for medical or personal leave for a period of need will be provided to the full extent provided by law.

Employees will earn no benefit credits while they are on leave. Unless mandated by statute, the return of the employee from leave is contingent upon the availability of an opening at the time the employee is ready to return. The failure of an employee to return to work at the end of a leave when an opening is available is considered to be a voluntary separation.

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier for more information.

SICK LEAVE AND DOMESTIC VIOLENCE LEAVE

SICK LEAVE

Sick leave is a benefit provided when an employee is unable to work due to illness and injury that are not work related. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. You must personally contact your supervisor as soon as possible regarding absences under this program. Employees may use their accrued sick leave to attend to the preventive care or existing medical condition of a family member.

Upon hiring and annually, on the employee's anniversary date, three (3) days sick leave will be provided. Ninety (90) days after the initial or annual granting of sick leave days, employees shall earn additional sick pay at the rate of (2) days for a maximum of five (5) work days per year.

In order to be eligible to use paid sick leave, an employee shall be currently on the payroll and shall have worked at least ninety (90) days. Sick leave time taken may only be for days you are scheduled to work. Time taken in excess of the accrued time will be without pay. Unused sick leave expires at year end. When employment ends, you will not be paid for unused sick pay. Sick pay will not be considered hours worked for purposes of overtime calculation.

Events that qualify you for sick leave will also initiate your leave under Paid Family Leave and Family and Medical Leave under both state and federal law. You are required to take available paid sick leave before taking unpaid leave, or having unpaid absences.

Paid Family Leave (PFL) benefits begin upon the start of the leave. If you are absent for a reason that qualifies you for State Disability Insurance (SDI), payments do not begin until after you have been absent from work for seven (7) calendar days. If you have available paid sick leave, it will be used before SDI or PFL payments begin. SDI or PFL benefits do not replace all of your usual wages. { If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation or PTO can be used to supplement your PFL benefits.

If you are unable to work due to injury or illness for more than three (3) days, you must provide appropriate medical evidence of your illness and/or medical certification of your fitness to return to work.

Sick leave is not available to employees who work less than thirty (30) total days of employment.

DOMESTIC VIOLENCE LEAVE

Under Labor Code Section 230, employees who are victims of domestic violence are eligible for leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. This leave is limited to 12 weeks in a 12-month period.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

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

We will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. If you wish to receive compensation for Domestic Violence Leave, you may use up to three (3) days of your available sick pay for the period of time needed. Paid domestic violence leave is not available to employees who work less than thirty (30) total days of employment.

BEREAVEMENT LEAVE

When death occurs in a regular full time employee's immediate family the employee shall be entitled to up to 5 days paid time off for bereavement per occurrence.

"Immediate family" is defined as being a spouse, domestic partner, parent, step-parent, child, stepchild, brother, sister, grandparents, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or any other person who is the legal dependent of the employee

"Regular full time employee" is defined as an employee that has completed the introductory period and regularly scheduled to work at least 40 hours per week.

Employees requesting bereavement leave will be required to provide documentation as proof of the leave being requested.

JURY DUTY LEAVE

All "*regular full-time employees*" who have been continuously employed by Tulare Public Cemetery District for six (6) months or more will be paid their regular pay, less jury pay they receive, for up to two (2) days per year of Paid Jury Duty Leave for service on a jury.

If you are chosen to report for possible selection for jury duty, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

EMERGENCY RESPONSE

Tulare Public Cemetery District adheres to any requirement or regulation issued by the state or federal government, in the event of an emergency.

SCHOOL CONFERENCES

Employees who give reasonable notice to their immediate supervisor of their requirement to appear in their child's school pursuant to a request made under Labor Code Section 230.7 or .8 may do so by utilizing existing Paid Time Off, sick leave, personal leave or accrued time off for purposes of the planned absence. Upon approval by the employee's supervisor, meal periods may also be rescheduled and utilized for this purpose.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

LEAVE ELIGIBILITY AND PROVISIONS

The California Family Rights Act provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and

- The employee is employed at a work site where there are 5 or more employees.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, sibling, grandparent, grandchild, domestic partner, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- To bond with a newborn, an adopted child, or a child placed in foster care with an employee

CALCULATING THE 12-MONTH PERIOD

For purposes of calculating the 12-month period during which 12 weeks of CFRA or qualifying exigency leaves, we use a rolling year.

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

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth they may apply for leave under the California Family Rights Act, for purposes of baby bonding.

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

LEAVE PROCEDURES

The following procedures shall apply when an employee requests family medical leave under CFRA:

Please contact the personnel department as soon as you realize the need for leave.

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

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

If the California Family Rights Act request is made because of the employee's own serious health condition, Tulare Public Cemetery District may require, at its expense, a second opinion from a health care provider that Tulare Public Cemetery District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by Tulare Public Cemetery District.

If the second opinion differs from the first opinion, Tulare Public Cemetery District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on Tulare Public Cemetery District and the employee.

We require the employee to provide certification within 15 days of any request for leave under CFRA unless it is not practicable to do so. We may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, we may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered under the California and Family Rights Act.

If the leave is needed to care for a sick child, spouse, parent, registered domestic partner, sibling, grandparent, or grandchild, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

CERTIFICATION

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

We will require certification by the employee's health care provider that the employee is fit to return to their job.

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

HEALTH AND BENEFIT PLANS

An employee taking leave under the California and Family Rights Act will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. We will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, we may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Payment is due at the same time when it would be made by payroll deduction.

SUBSTITUTION OF PAID LEAVE

Generally, CFRA leave is unpaid. You will be required to substitute paid leave in the following circumstances:

- Accrued sick leave, Paid Time Off or other paid time off must be used for absences that are otherwise unpaid by state disability insurance, workers' compensation benefits or any other disability leave plan.

- Accrued sick leave or paid time off that is available as “Kin Care” must be used when leave is to care for a family member.

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

- Paid Time Off and other accrued time (other than sick leave) may be used for any family/medical leave qualifying event.
- Accrued sick leave may be used by the employee for the employee's own serious health condition.
- Accrued sick leave may be used for the care of a family member.
- Accrued sick leave may be used for the birth or placement for adoption or foster care of a child if mutually agreed upon by Tulare Public Cemetery District and the employee.
- Any available paid time off may be used to supplement any portion of leave that is unpaid by state disability insurance, other disability leave plans or workers' compensation benefits.

REINSTATEMENT

Under most circumstances, upon return from CFRA, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

For additional information about eligibility for leave under CFRA, contact the personnel department.

TIME ACCRUAL

Employees on leave under the California Family Rights Act leave will not continue to accrue Paid Time Off, sick leave, paid time off during unpaid California Family Rights Act leave.

CARRYOVER

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement. The 12-month period is measured forward from the date any employee's first leave begins. Successive 12-month periods commence on the date of an employee's first

use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE

Employees may take California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

PREGNANCY DISABILITY LEAVE

When our total employment is five (5) employees or more, an employee who is temporarily disabled and unable to work due to pregnancy, childbirth, and related medical conditions will, upon request be granted a leave of absence without pay for the period of the disability, provided such period shall not exceed four (4) months. The employee must give thirty (30) days advance notice and the temporary disability status must be verified by appropriate medical documentation. Medical leave and pregnancy leave run concurrently.

Any employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- We will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must, insofar as is practical, inform Tulare Public Cemetery District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption of our operations. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and the child;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Tulare Public Cemetery District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer.

The certification indicating the need for disability leave should contain:

- A statement that the employee needs to take pregnancy disability leave because they are disabled by pregnancy, childbirth or related medical condition.
- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if eligible) during a pregnancy disability leave.
- An employee will be allowed to use accrued Paid Time Off or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in hourly increments.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

ORGAN OR BONE MARROW DONATION LEAVE

When our total employment is fifteen (15) or more employees, we will provide paid leave for any employee who is donating an organ or bone marrow. Employees may take up to five days of leave for bone marrow donation, and up to 30 days of paid leave for organ donation. In addition, employees may take up to 30 additional days of unpaid leave in a one year period for an organ donation. Existing health care coverage will be maintained during the leave. Contact your supervisor for additional information.

WORKERS' COMPENSATION LEAVE

A. Policy

Employees disabled from working due to a compensable on-the-job injury or illness are entitled to the same leave of absence provided for other disability leaves or as

otherwise required by applicable statute. Leave will be granted in a nondiscriminatory manner.

B. Scope

This policy applies to all employees.

C. Procedure

1. Any employee sustaining an on-the-job injury is required to immediately report the injury or illness to their supervisor and an accident report must be completed as soon as practical under the circumstances. The employee must see a health care professional and a drug test will be administered if it is possible that controlled substances could have been involved.
2. Employees disabled from working due to a compensable illness or injury connected with employment by Tulare Public Cemetery District are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves and the Workers' Compensation carrier will be advised of any leave provided.
3. If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to their supervisor signed by a physician certifying the following:
 - a) The employee's inability to perform the regular job duties;
 - b) Whether the employee is capable of performing restricted work duties;
 - c) The date the disability commenced and the date the employee is expected to be released to full or restricted duty.
4. Any employee who is unable to work because of a compensable on-the-job injury shall at all times have on file with Tulare Public Cemetery District a current certificate from their designated treating physician verifying the employee's inability to return to work and the expected date of return.
5. Employees shall immediately notify Personnel upon being released for full or restricted duty or temporary disability.
6. Upon release to return to work following a medically-related leave, a physician's release statement must be submitted to Personnel.

7. Tulare Public Cemetery District has a policy of encouraging return to moderate duty if full return to duty is not possible. Tulare Public Cemetery District will make every attempt to accommodate any work restriction ordered by the physician.
8. Upon submission of a medical certification satisfactory to Tulare Public Cemetery District, the employee will be reinstated in accordance with applicable law.

D. Benefits

1. For eligible and enrolled employees, company paid insurance benefits will be maintained for enrolled employees for the first twelve (12) weeks of leave under the same terms applicable as if the employee were not on leave. Thereafter, the employee has the option of retaining insurance coverage at the employee's own expense. The failure to make timely payments of any employee's share of the insurance premium shall result in loss of insurance coverage if the premium is more than thirty days late.
2. Leave is unpaid, however, employees may utilize accrued Paid Time Off or other accrued paid time off during the leave. Tulare Public Cemetery District will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., SDI, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employees regular pay.
3. All other benefits shall be provided in accordance with applicable law.

RETURN-TO-WORK PROGRAM

In order to minimize serious disability due to on-the-job injuries and to reduce the effects to our injured employees, Tulare Public Cemetery District has developed guidelines to deal with time loss in which the employee can be offered modified work, temporarily.

MODIFIED JOB

Modified jobs will be identified, after obtaining and examining the injured employee's physical limitations or restrictions. "Modified" might be the employee's regular job, modified by removing heavier tasks and reassigning these to other employees for a period of time; a different regular job currently existing at the workplace; or a job

which is specifically designed around the employee's restrictions. A modified job offer will be made only when the work is available and of benefit to Tulare Public Cemetery District.

The modified job, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for the modified work. Each case will be individually assessed based on need. Modified work may not be implemented in every time loss claim. Wages and/or hours may not necessarily be the same as that of the regular job.

On-the-job injuries and occupational diseases will be handled by a team consisting of the injured employee, their supervisor, the office manager or designee, Tulare Public Cemetery District owners, the insurance company, and the injured employee's physician. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity. The employee responsibilities are outlined below.

EMPLOYEE RESPONSIBILITIES

1. Report ALL injuries to your supervisor immediately. If medical treatment is necessary, you should go to the medical facility listed on our Workers' Compensation poster.
2. If possible take "Notice to Physician" form and job analysis of your regular job with you to your first medical visit. Tell the doctor that your employer has a Return-to-Work Program and may be able to place you in a temporary modified job if you cannot return to your regular work. Return the form completed by your doctor to your supervisor or Personnel the same day.
3. You must complete the Employee's Claim for Workers Compensation Benefits as soon after an accident as possible.
4. If you are not released for regular work but are released for modified work, discuss the possibilities with your supervisor and/or Personnel. If an appropriate modified job is developed, whether it is a modified version of your regular job or another modified job, you must report for work at the time designated by Tulare Public Cemetery District.
5. If you are taken off work completely, or if modified work is unavailable, you must report your medical condition and your progress to Personnel or your supervisor at least once a week. Report in person if possible. Also furnish the office with your current mailing address and telephone number.
6. If you return to a modified job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions

change at any time, you must notify your supervisor or the office at once and provide a copy of the new medical release.

ACCIDENTS, ILLNESS & SAFETY COMMITMENT

Federal and State law requires that we keep records of all illnesses and accidents that occur during the workday. State laws regarding Workers' Compensation also make it mandatory that you report any illness or injury on the job, no matter how slight.

If you injure yourself on the job or become ill, you are required to notify your supervisor or management immediately. If you fail to do this, you may jeopardize your right to certain Workers' Compensation payments and health insurance benefits. Worker's Compensation regulations further provides a one (1) year statute of limitations. Tulare Public Cemetery District has made arrangements for complete medical aid and emergency treatment.

We have designed a Safety Program that outlines our safety commitment and have established safe working rules and guidelines for all employees to follow. Posters and placards have also been established that provide information on safe work practices as well as the industrial medical providers available to employees.

EMPLOYER'S RESPONSIBILITY

It shall be our policy to conduct all operations safely by instituting the appropriate safety measures that will prevent injuries to persons and damage to property. When an employee begins to work here, that employee has a right to expect a safe place in which to work and to be provided with the proper equipment to do the job safely.

We have a management commitment to promote safety, to operate in a safe manner and to always strive to improve our safety record.

In order to carry out these objectives the following procedures have been established:

- Periodic inspections will be conducted of all work areas to identify unsafe conditions and work practices;
- All on-the-job accidents and occupational illnesses will be reviewed to determine their cause;
- Unsafe conditions and work practices will be corrected as uncovered by periodic inspections and review of accidents and illnesses;
- Instructional training will be conducted on the hazards unique to each employee's work assignment;

- Employees will be trained in general safe work practices at the time of hire and trained specifically for their job before being assigned to the job or before being assigned to any new work assignment; and,
- Safety awareness programs, with a safety award program or contest, may be conducted to highlight the importance of safe work practices among all employees.

EMPLOYEES' RESPONSIBILITY

While every reasonable precaution is taken to provide you with a safe place to work, accident prevention is largely an individual responsibility and employees are expected to do their part to work safely.

These guidelines are to be followed:

- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin;
- Tulare Public Cemetery District will supply safety equipment whenever it is needed. You must, at all times, wear required safety equipment and observe all posted rules and regulations;
- If you become ill or are injured on the job, tell your supervisor at once. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform the supervisor. The supervisor will have a list of available doctors and medical facilities in the area;
- Observe all warning signs, safety bulletins and posters;
- Avoid all horseplay and never annoy or bully another worker;
- Report any possible hazardous condition to your supervisor. **Safety comments can be made without a fear of reprisal;** and,
- Feel free to make any safety suggestions.

Tulare Public Cemetery District cannot tolerate any employee's unsafe act or unsafe attitude. Employees who violate this principle will be disciplined in the same manner as employees are disciplined who violate other company standards of conduct. There is no exact procedure for disciplining employees. Depending on the offense and the employee's work history, an employee may be given a verbal warning, a written warning, or a suspension from work. When appropriate the employee will be terminated. In any event, Tulare Public Cemetery District maintains the right to terminate employees at any time, for any reason, with or without prior notice, and with or without good cause.

FIRE REGULATIONS

Fire laws are very strict, particularly the blocking of fire corridors and exit doors. Furniture, equipment or electric cords are not to be stored in front of the exit doors. Each employee should become familiar with the location of fire extinguishers in all areas.

SECURITY

The most important member of the security staff is you! You are as much a security agent for our operations as anyone. Be observant and report any activity, situation or potential situation to management so that corrective action can be taken. Should you see a client, supplier or fellow employee doing something that is against policy, you are required to report this at once, or you may be involved also. For the security of our employees and clients, we conduct and record audio and video surveillance of the premises and work sites.

SUSPICIOUS ACTIVITY

For the security of our employees and clients, be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to security. Secure your work station at the end of the day or when called away from your work area for an extended length of time and do not leave valuables and/or personal articles in or around your work station that may be accessible.

INSPECTIONS

For the safety and security of all employees, the management retains the right to inspect company property including the work areas, desks and lockers of all employees as well as all packages, parcels, purses, briefcases and containers brought on to the premises or leaving the premises or any vehicle owned or leased by Tulare Public Cemetery District.

Voice mail and/or Electronic mail (e-mail) are to be used for business purposes only. Tulare Public Cemetery District reserves the right to listen to voice mail messages, access e-mail messages and observe Internet site records to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

SECURITY

A variety of programs and devices have been installed on computers, network and internet devices and to ensure the safety and security of technology resources. Any employee found tampering with or disabling any of these security devices will be subject to discipline up to and including termination.

GLOBAL POSITIONING SYSTEMS

For the safety and security of employees and the protection of the autos, trucks and other equipment, a Global Positioning System (GPS) may be provided in the vehicle or equipment used by staff. Tampering with or disabling any of this equipment will subject the user to discipline up to and including termination.

NOTICES

Employees are asked to read all notices posted in work areas and on the bulletin boards. This is important because the notices cover activities that you should be familiar with including State and Federal law, policy statements and changes significant to you.

PARTIES & RECREATION

Tulare Public Cemetery District does not require your attendance at parties, social get-togethers and recreational activities that it or a supervisor sponsors or hosts. Attendance is voluntary unless it is clearly expressed by Tulare Public Cemetery District in writing that attendance is mandatory.

It should be understood that your Worker's Compensation Insurance may not cover injuries received in such voluntary activities and Tulare Public Cemetery District does not assume any responsibility or liability for any actions during the course of, or as a result of such activities.

EMPLOYEE PARKING

You are expected to park your personal vehicle in designated employee parking areas posted or directed by management. Employees parking on company property do so at their own risk with Tulare Public Cemetery District sharing no liability. Protect your property by locking your doors and storing packages in the trunk or out of view. Parking as directed by management is subject to change as needed.

DISCRIMINATION, HARASSMENT & ACCOMMODATION

Tulare Public Cemetery District is committed to providing a work environment free of harassment, retaliation, disrespectful, bullying or other unprofessional conduct. Our policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on race, color, creed, gender (including gender identity, gender, transgender and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, ancestry, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), or physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Irrespective of law, we believe that all such harassment is both morally wrong and offensive. You have a right to responsibly resist any harassment without fear of retaliation. You have a responsibility to report any act of harassment or any attempt at retaliation.

Our “zero tolerance” anti-harassment policy applies to **all** persons involved in its operations and prohibits harassment by any employee, client, vendor or delivery person during work time and training sessions and off-duty time including meal and break time as well as social gatherings. This policy also applies to activity outside our premises, our vehicles or our job sites and other locations used for our business. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited.

PAY DISCRIMINATION

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

ANTI-RETALIATION

We also prohibit retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is Unlawful.

Description

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by our policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Employees should tell their co-workers when the co-worker's behavior with others is unwanted, unwelcome or offensive.

Employees may have a claim of harassment even if they have not lost a job or some other economic benefit. The law prohibits any form of protected-basis harassment which impairs an employee's working ability or emotional well-being at work.

If employees believe they are being harassed on the job because of their sex, sexual orientation, gender, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated.

BULLYING

"Bullying" is offensive, intimidating, malicious or insulting behavior involving the misuse of power that makes a person feel vulnerable, upset, humiliated, undermined or threatened. "Power" does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of physical, verbal and non-verbal conduct.

Examples of Potential Bullying:

- Shouting at, being sarcastic towards, ridiculing or demeaning others;
- Physical or psychological threats;
- Acts of physical or psychological violence;
- Creation of arbitrary standards for one person, imposing unrealistic demands, micromanaging work, or using supervision to intimidate a person;
- Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others;
- Sabotage of work;
- Abuse of authority or power by those in positions of seniority;
- Deliberately excluding someone from meetings or communications without good reason, or encouraging others to do so; and
- Stealing credit for another's work.

Legitimate, reasonable, and constructive criticism of a worker's performance or behavior, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

REASONABLE ACCOMMODATION

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. We will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, we will make the accommodation.

We will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

COMPLAINT

Notification is essential. We cannot address a problem of harassment unless we know about it. Therefore, it is important that employees report those matters to any member of management who is not involved in the alleged harassment as soon as possible so that the problem can be corrected. The report should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

INVESTIGATION

All complaints of harassment will be investigated promptly. The investigation may include interviews with the complainant, the alleged harasser and any witnesses.

REMEDY

If we determine that harassment has occurred, we will take appropriate remedial measures which will be designed to deter future harassment. We will not retaliate against employees for filing complaints and will not knowingly permit retaliation.

We encourage all employees to report all incidents forbidden by this policy immediately so that complaints can be quickly and fairly resolved. This includes all victims and witnesses.

CALIFORNIA DFEH

Employees should also be aware that the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. Employees who believe they have been (1) harassed, or (2) retaliated against for responsibly resisting the prohibited conduct or because they notified management, may file a complaint with that Department. The nearest Department office is listed in the telephone book. The Department will investigate the complaint. If the complaint has merit, the Department will attempt to resolve it. If no resolution is possible, the Department may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and may require our firm to pay money damages and reinstate the complainant or give other appropriate relief.

SUPERVISOR/SUBORDINATE RELATIONSHIPS

In an effort to avoid any actual or perceived favoritism, we prohibit personal relationships between supervisors and their department staff. Should such a situation develop, alternative options will be pursued which may include reassignment, transfer or termination.

If a romantic or sexual relationship between a supervisor/manager and an employee they supervise should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to Personnel. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

By its discouragement of romantic and sexual relationships, our firm does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

WORKPLACE VIOLENCE

Violence by anyone against an employee, supervisor, member of management or client will not be tolerated. In order to minimize the potential risk of personal injury to clients, guests and employees and to reduce the possibility of damage to property in the event that someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management, the following policy shall be observed:

- If you receive or overhear any threatening communications from an employee, client or third party, report it to your supervisor at once;
- Do not engage in either physical or verbal confrontation with a potentially violent individual;

- If you encounter an individual who is threatening immediate harm to an employee, client or visitor to our premises, contact an emergency response agency (911) immediately;
- All reports of work-related threats will be investigated, documented and kept confidential to the extent possible;
- Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence; and,
- Cooperation with this policy is mandatory.

Failure to report or fully cooperate with this policy may result in discipline up to and including termination.

Violations of this policy will not be permitted and may result in disciplinary action up to and including termination.

LAYOFF & RECALL

LAYOFF

Regular work will be provided to you so far as practical. If a layoff should become necessary, employees will be laid off on the basis of the needs of Tulare Public Cemetery District and the employees':

- Skill and Ability;
- Productivity and Performance;
- Attendance and Tardiness Record;
- Versatility;
- Efficiency;
- Attitude; and,
- Length of Service. *When all factors are equal, length of service will be controlling.*

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier or Personnel to provide continuing coverage at your expense when you are not employed. Please contact the carrier for more information.

RECALL

Worker recall will follow the same standard as layoffs using demonstrated skill and ability, then exhibited productivity and performance, recorded attendance and tardiness, versatility, efficiency, attitude and finally, length of service. As with layoff, when all factors are equal, length of service will be controlling in recalling laid off workers.

Recall from layoff of all qualified employees will be made for the three-month period following a layoff if work becomes available. In the event of a general layoff

involving more than 10% of the workforce, Tulare Public Cemetery District, at its discretion, may extend the recall period up to six (6) months.

SEPARATION OF EMPLOYMENT

Tulare Public Cemetery District would appreciate if you would give at least two (2) weeks notice in the event that you decide to leave our employ. Any unused earned Paid Time Off time will be paid at the time of separation.

COMPLAINTS

We recognize that from time to time problems or difficulties may surface at work. Tulare Public Cemetery District has a policy of dealing with such problems before major disruptions occur. If you have a complaint or problem, you are to direct it to your immediate supervisor or to another member of management if the problem is with the supervisor. If the problem is not solved to the satisfaction of the parties, you may request a review of the problem by management. A final decision will be made following a thorough investigation and consideration of facts as presented to management.

Tulare Public Cemetery District has found that an open door policy helps make a peaceful and enjoyable workplace. This means, literally, that every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time.

We encourage you to take part in this process. Also, the open door policy applies not only to complaints, but to ideas and suggestions that may be helpful to Tulare Public Cemetery District.

TELEPHONE AND CELL PHONE POLICY

TELEPHONES AND PERSONAL CELL PHONES

While at work employees must exercise the same discretion in using personal cell phones as for the use of company phones. Personal calls and making use of social media during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Cell phones are not to be carried on the job without specific permission from management who will keep supervisors regularly informed of this permission. Employees will inform their supervisor of the need to carry a phone who in turn will set up a meeting with management to discuss with the employee a need to have a cell phone on the job. Permission for use will be granted/denied on a case-by-case basis. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. Tulare Public Cemetery District will not be liable for the loss of personal cell phones brought into

the workplace. Employees are not authorized to use personal cell phones in place of company provided phones and radios.

The use of a cell phone's recording or photographic capability on company premises is prohibited. Camera cell phones are not permitted under any circumstances in locker rooms, rest rooms, dressing rooms or other locations where individuals have a reasonable expectation of personal privacy.

PERSONAL USE OF COMPANY-PROVIDED CELL PHONES, AND RADIOS

Where job or business needs demand immediate employee access, a business cell phone and/or two-way radio may be issued. For business reasons the personal use of such equipment is not permitted. Phone records may be audited for compliance. If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their supervisor. Failure to report such use may result in disciplinary action up to and including termination. Employees in possession of company equipment such as cell phones and radios are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

CELL PHONES AND DRIVING

Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option,

- Use hands-free devices;
- Use the voice-activated or "speed dial" feature;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations;

- When there is moderate to heavy traffic;
- Inclement weather; or,
- Driving in an unfamiliar area.

In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

CONFIDENTIALITY

INFORMATION

Many things that occur in the day to day operation of Tulare Public Cemetery District are highly confidential. Contracts, pricing structures, client information, trade secret, financial information, etc., are **all** confidential as they relate to our operations. This information must be used in a very discreet manner as it deals with matters of privacy. The importance of privacy of this information cannot be stressed enough and each employee must maintain confidentiality as a condition of continued employment. All employee files and personnel information such as wages and salaries are considered confidential.

No proprietary or confidential information may leave the premises without written management permission during or following employment including files, computers and backups and electronic files, email, communications and other storage devices.

HIPAA RULES

HIPAA Laws regarding the confidentiality and privacy of “protected health information” (PHI) that we receive in the course of managing the health care plan require the highest degree of confidentiality.

When a breach occurs, we will provide notice to affected individuals and will include, at a minimum, the following five categories of information:

- (1) a brief description of what happened, the date the breach was discovered, and the date the breach occurred, if known;
- (2) an identification by category of the PHI that was compromised, e.g., Social Security number (SSN), diagnosis, date of birth;
- (3) how individuals may protect themselves against possible harm resulting from the breach;
- (4) a brief description of the investigation, of efforts to mitigate any harm, and of steps taken to prevent a recurrence; and,
- (5) contact information for recipients of the notice to ask question or obtain additional information. Employers should note that while the amendments do not require an offer of any service to assist affected individuals, such services, e.g., credit monitoring or fraud resolution services, commonly are offered.

RECORDS

Laws regarding the confidentiality of the information that we receive in the course of managing our hiring, fitness and sick leave plan require the highest degree of confidentiality.

These obligations apply to traditional health plans and health flexible spending arrangements (FSA). We will protect the privacy of (PHI) gathered in connection with the administration of the health plan and keep it separate from other employee information. PHI includes all health and personal information that either identifies or can be used to identify an individual and related medical data.

REFERENCES

In order to protect the privacy of current and former employees, Tulare Public Cemetery District strictly controls information provided to outside employers and others seeking information for employment reference or other reasons.

No information regarding current or former employees (other than employment status) will be provided to persons, organizations or institutions unless an authorization to release information is signed by the employee.

COMPANY VEHICLES

When it becomes necessary to use a company vehicle, the following applies:

- Only with authorization of management, a valid California drivers license and a good driving record. No personal use of company vehicles without prior authorization. No driving of vehicle by spouse, family or friends;
- No employee shall operate a company vehicle while under the influence of alcohol or other drug that may impair safe operation;
- Seat and shoulder belts are to be worn at all times by occupants;
- Operate company vehicles in a safe manner and in accordance with the California state vehicle code rules and regulations. Be familiar with the operator's manual for the vehicle you are driving;
- Comply with all posted speed limits and signs. Reduce speed in inclement weather;
- Headlights will be used under all reduced visibility situations including fog, haze, twilight, blowing dust and rain;
- At all times when unattended, company vehicles, storage boxes and other equipment on board must be secured and locked.
- Smoking and tobacco chewing is prohibited in any company vehicle;
- Eating, drinking and the unsafe use of a phone, such as talking on the phone and taking notes, while driving a company vehicle are to be avoided;
- The interior and exterior of all company vehicles must be kept clean and neat at all times;
- Note mileage, check all fluids and maintain levels at time of fueling. Check tires and tire pressure monthly;

- Any defect, mechanical or electrical, must be reported to your supervisor immediately. Employee negligence in proper maintenance of the vehicle which requires repair will result in discipline up to and including termination; and,
- On the occasion of any vehicle accident involving a company vehicle, the driver must immediately submit to a drug and alcohol screen test at a location designated by Tulare Public Cemetery District if requested. The employee shall immediately notify the appropriate authorities, and contact Tulare Public Cemetery District regarding any accident and report for the drug/alcohol screen if requested. Refusal to undergo such testing may result in discipline up to and including termination.

COMPANY EQUIPMENT

You will be expected to keep all equipment that you work with in good and safe working order at all times. Report anything that needs repair or replacement to your supervisor. This includes anything other than routine cleaning and maintenance that you are qualified to perform. Failure to take proper care of equipment may result in disciplinary action up to and including termination.

PERSONAL USE OF COMPANY PROPERTY

The use of Tulare Public Cemetery District's stationery, logos, trademarks, postage, telephones, faxes, cell phones, computers and other company items for the personal use of the employee is not permitted. Personal use of the telephones shall be done on break and meal periods and kept at a minimum. Violation of these rules may result in discipline up to and including termination.

Use of company time, equipment, vehicles or other resources for non-work and non-emergency related reasons is also not allowed. This includes use of company time to conduct non-work related activities such as personal cell phone use.

Personal visits should be limited. Also, no merchandise for personal use shall be ordered through Tulare Public Cemetery District, unless written permission is first obtained through Management.

COMPUTER, E-MAIL, INTERNET & SOFTWARE POLICY

TECHNOLOGY USE AND PRIVACY

Tulare Public Cemetery District provides various technology resources to authorized employees to assist them in performing their job duties for Tulare Public Cemetery District. Each employee has a responsibility to use our technology resources in a manner that

increases productivity, enhances our public image, and is respectful of other employees. Failure to follow our policies regarding technology resources may lead to disciplinary measures, up to and including termination of employment. Tulare Public Cemetery District reserves the right to advise appropriate legal authorities of any violation of law by an employee. Upon termination, access rights end immediately.

Technology Resources Definition

Technology resources consists of all electronic devices, software, and means of electronic communication including, but not limited to, the following: smart phones, Blackberries, I-Phones, personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives, tape drives, flash drives, and CDs; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic-mail; telephones; cellular phones; pagers; and voicemail systems. Upon termination, access rights end immediately.

Authorization

Access to our technology resources is within the sole discretion of Tulare Public Cemetery District. Generally, employees are given access to our various technologies based on their job functions. Only employees whose job performance will benefit from the use of our technology resources will be given access to the necessary technology.

Use

Our technology resources are to be used by employees only for the purpose of conducting Tulare Public Cemetery District business. Employees may, however, use our technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with our business and does not violate any company policy:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Tulare Public Cemetery District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on our technology resources. We accept 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 Tulare Public Cemetery District property. Tulare Public Cemetery District strongly discourages employees from storing any personal data on any of our technology resources.

IMPROPER USE

Prohibition Against Harassing, Discriminatory and Defamatory Use

We are aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth in "Equal Employment Opportunity" and more fully in our "Discrimination and Harassment Policy," we prohibit unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Under no circumstances may employees use our technology resources to transmit, receive or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

Prohibition Against Violating Copyright Laws

Employees must not use our technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other Prohibited Uses

Employees may not use our technology resources for any illegal purpose, violation of any company policy, in a manner contrary to the best interests of Tulare Public Cemetery District, in any way that discloses confidential or proprietary information of Tulare Public Cemetery District or third parties, or for personal or pecuniary gain.

Company Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on our electronic mail system, voicemail system or computer systems are our property regardless of the content. As such, we reserve the right to access all our technology resources including its computers, voicemail and electronic mail systems, at any time, in its sole discretion.

Privacy

Although we do not wish to examine personal information of employees, on occasion, we may need to access the technology resources including computer files, electronic mail messages and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on our technology resources, including personal information or messages. Tulare Public Cemetery District may, at its discretion, inspect all files or

messages on its technology resources at any time for any reason. Tulare Public Cemetery District may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Tulare Public Cemetery District. Thus, even though employees may maintain passwords for accessing technology resources, including electronic mail and voicemail messages, they are not to be considered private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on our technology resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by us. Tulare Public Cemetery District may however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

- 1. Telephone Use and Voicemail:** Records can be kept of all calls made from and to a given telephone extension. Although voicemail can be password protected, an authorized administrator can reset the password and listen to voicemail messages.
- 2. Electronic Mail:** Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- 3. Desktop facsimile Use:** Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- 4. Document Use:** Each document stored on our computers has a history, which shows which users have accessed the document for any purpose.
- 5. Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

File Sharing

File sharing and Peer-to-peer (P2P) applications such as BearShare, Warez, Morpheus, BitTorrent, iMesh and KaZaA, are not permitted on any computer linked to our system, either by direct link or via a wireless connection. File sharing and P2P make it easy for users to exchange files with each other over the Internet. While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as our network. **They are not permitted.**

Deleted Information

Deleting or erasing information, documents, or messages maintained on our technology resources is, in most cases, ineffective. All employees should understand that any information kept on our technology resources may be electronically recalled or recreated regardless of whether it may have been “deleted” or “erased” by an employee. Because we periodically back-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

SOCIAL MEDIA AND ON-LINE SERVICES

We provide authorized employees access to on-line services such as the Internet. We expect that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use our technology resources 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. Do not use social networking accounts to harass, threaten, libel, malign, defame, disparage or discriminate against co-workers, managers, customers, or anyone else.

Our policy requires that employees who wish to access the Internet for non-work-related activities do so with their own personal equipment, on their own time, and off the work-site. We expect ethical and honest behavior from all employees. At all times any electronic communications and social networking activities for work-related purposes must maintain and reflect Tulare Public Cemetery District's standards for professionalism.

These actions will generate junk electronic mail and may expose our firm to liability or unwanted attention because of comments that employees may make. We strongly encourage employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

Confidentiality

Some of the information to which employees have access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

Monitoring

We monitor both the amount of time spent using on-line services and the sites visited by individual employees. We reserve the right to limit such access by any means available to it, including revoking access altogether.

SOFTWARE USE

License Restrictions

All software in use on our technology resources 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 our computers, by any means of transmission, unless authorized in writing in advance by management or an IT manager. Authorization for loading software onto our computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

Confidential Information

We are very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Tulare Public Cemetery District and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on our technology resources.

Confidential Information should not be accessed through our technology resources in the presence of unauthorized individuals. Similarly, Confidential information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise who it was intended for immediately or return it promptly by mail."

Software for Home Use

Tulare Public Cemetery District endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from our technology resource to another computer, employees must obtain written authorization from Management.

Security

We have installed a variety of programs and devices to ensure the safety and security of our technology resources. Any employee found tampering with or disabling any of our security devices will be subject to discipline up to and including termination.

Audits

We may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on our technology resources may be conducted without warning at any time.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

NO SOLICITATION POLICY

In the interest of maintaining a proper business environment and preventing interference with work, and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on meal periods or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

TULARE PUBLIC CEMETERY DISTRICT

STANDARDS OF CONDUCT

CONDUCT & BEHAVIOR STANDARDS

Our general Code of Conduct is based upon:

The importance of safety, productive and quality work, an awareness of the rights of others, an appreciation for the authority of management, and a positive attitude toward the workplace.

We recognize that most people prefer to work where people respect each other and work together in peace and harmony. It is important that everyone treat others with consideration and respect. We want this to be a good place to work. That there may be no misunderstandings about satisfactory conduct, our STANDARDS OF CONDUCT are listed below.

Although not all inclusive, the following list represents the kinds of behavior that will be considered improper and unacceptable in the workplace, and may subject employees to discipline, up to and including termination:

1. UNLAWFUL ACTIONS:

- Misappropriation or removal of private or Tulare Public Cemetery District's property including scrap without proper authorization;
- Gambling on company property;
- Willful destruction or defacement of private or company property;
- Harassment and discrimination including sexual harassment;
- Software and copyright violations;
- Violation of traffic or parking regulations while using a company vehicle; and, or,
- Failure to properly report any type of accident involving a company or client's vehicle or company property.

2. IMPROPER BEHAVIOR:

- Violation of the Injury and Illness Prevention Program;
- Falsification, alteration or misrepresentation of information on any company form, e.g., time cards, applications and personnel records;

- Possession, use, or being under the influence of alcohol or drugs on company property during working hours. Includes hangovers! *If you must use a prescription drug during working hours, appropriate medical documentation must be provided to your supervisor;*
- Fighting on company property;
- Computer, e-mail, cell phone and Internet misconduct;
- Additional or repeated violations of the STANDARDS OF CONDUCT;
- Breach of confidentiality or corruption of electronic information;
- Sabotage, or making false, vicious or malicious statements about Tulare Public Cemetery District, its clients or any employee;
- Profanity, or immoral /indecent conduct on a work site, company property or on company business or while wearing a company uniform;
- Failure to promptly report a work-incurred injury;
- Sleeping or unapproved absence during work time;
- Inappropriate removal from company premises or unauthorized possession of property, parts or materials belonging to Tulare Public Cemetery District, its clients or another employee;
- Possession of lethal weapons or explosives on company premises or vehicles;
- Smoking in areas not designated for smoking.
- Using obscene, abusive or threatening language;
- Misuse of sick leave or medical leave;
- Disorderly conduct such as practical jokes, horseplay, scuffling or throwing objects;
- Other employment which constitutes a conflict of interest or adversely affects employee efficiency.

3. IMPROPER WORK PRACTICE:

- Unapproved & excessive absences or tardiness;
- Insubordination or disregard of instructions from supervisors or proper authority;
- Failure to be courteous and polite at all times to employees, clients or guests present at Tulare Public Cemetery District;
- Leaving work area, job assignment or department during working hours without proper authorization;
- Failure to observe work schedules including rest and meal periods;
- Failure to report to work without authorization or reasonable notification to your supervisor;

- Failure to observe safety rules and regulations;
- Violation of NO SOLICITATION POLICY;
- Contributing to unsanitary conditions or poor housekeeping;
- Inefficiency, lack of productive effort, or other unsatisfactory work performance;
- Unauthorized use of company time, phones, materials or equipment for personal activities; or,
- Unsuitable or improper attire for the work situation.

Tulare Public Cemetery District expects employees to observe the STANDARDS OF CONDUCT which will achieve an orderly, positive and productive workplace. Such a standard of conduct will benefit and protect both Tulare Public Cemetery District and all employees.

This statement of a STANDARD OF CONDUCT does not alter Tulare Public Cemetery District's policy of at-will employment. Either you or Tulare Public Cemetery District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

NORMAL DISCIPLINARY GUIDELINES

Although employment with Tulare Public Cemetery District is not for a fixed term or definite period, and may therefore be terminated by either Tulare Public Cemetery District or the employee at any time, Tulare Public Cemetery District has established procedural guidelines for dealing with discipline and/or termination matters. Depending on the nature and circumstances of one or more incidents, discipline and termination actions will normally be progressive and bear a reasonable relationship to the violation. This general procedure is not intended to form an employment contract, and therefore does not bind Tulare Public Cemetery District to follow the procedure of progressive action in all cases. Tulare Public Cemetery District reserves the right to impose discipline not in accordance with these policies if it determines that such action is appropriate.

Behavior that violates the STANDARDS OF CONDUCT will typically subject employees to discipline up to and including suspension without pay, or termination. When disciplinary action is used, the severity of discipline will be determined in light of the facts and circumstances of each individual case. Each incident shall be considered in light of a variety of factors, including:

- The seriousness of the incident and the circumstances;
- The employee's past conduct;
- The nature of any previous incidents; and,
- The general practice as it relates to the incident.

Discipline will normally follow these steps:

1. **VERBAL** - Verbal warnings are generally given in cases of minor first time violations. A written notation of this warning will be put in the employee's personnel file.
2. **WRITTEN** - Written warnings are generally given for more serious first time violations, repeat violations after a verbal warning, or additional verbal warnings. This will be presented to the employee by their supervisor. The reasons for the action will be discussed with the employee. The employee will be given an opportunity to sign the warning, not admitting guilt, yet acknowledging receipt of the warning. This will be placed in the employee's personnel file.
3. **SUSPENSION** - Suspensions are generally given for serious first time offenses, or repeated violations following verbal or written warnings. This action will be written and placed in the employee's file. The written document notice of suspension shall include the reason(s) for such action, the days in which the employee is to be off work, and the return date of employment. The employee will be given an opportunity to sign the suspension notice, not admitting guilt, yet acknowledging receipt of the suspension notice. Tulare Public Cemetery District retains the right to determine the number of days off, and the specific days to be taken. Example: a four-day suspension may be assessed on Tuesday and Thursday of two (2) consecutive weeks. Any time off for this reason is without pay. Further, Tulare Public Cemetery District may utilize a suspension at any time. It is not necessary for an employee to receive a verbal or written warning prior to suspension, or a suspension prior to termination.
4. **TERMINATION** - Termination may be imposed for repeat violations, but can also be imposed for first time offenses. A written termination notice will generally be served upon the employee and will be placed in the employee's personnel file. The notice may give the reason for such action, however, as an "at-will" employment relationship exists, "just-cause" is not implied by the stating of a reason in the termination notice. The employee will be asked to sign the termination notice, not admitting guilt, but acknowledging receipt of the termination notice.

Tulare Public Cemetery District retains the right to vary from the preceding steps at any time in the disciplinary actions. Because an "at-will" relationship exists, Tulare Public Cemetery District may terminate employment, at any time, with or without cause or advance notice. All Tulare Public Cemetery District owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned immediately upon termination of employment.

TULARE PUBLIC CEMETERY DISTRICT

DRUG POLICY

DRUG FREE WORKPLACE

Tulare Public Cemetery District recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. Tulare Public Cemetery District strives to provide for the safety and security of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol abuse by offering support, but not paying for, programs concerned with awareness, intervention and rehabilitation.

MEDICAL MARIJUANA

NOTE that the possession of a Medical Marijuana Identification Card will not insulate you from negative consequences for violating the provisions of this section.

Tulare Public Cemetery District has set requirements for the availability of employee assistance programs; has established restrictions on the use, sale and possession of illegal drugs and alcohol; and has identified circumstances for required substance testing. These are outlined below:

USE, SALE AND POSSESSION

In keeping with Tulare Public Cemetery District's objective to provide a safe and healthful work environment:

1. The use, sale, consumption, possession or distribution of drugs, controlled substances, cannabis, marijuana or alcohol while on company property or company business is strictly prohibited and will result in discipline up to and including termination.

2. Drugs, cannabis, marijuana or alcohol may not be brought or consumed on any company-owned or leased property (including vehicles) and job-sites. Any employee who is using prescription or over-the-counter drugs or marijuana that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work.

3. Employees will not be permitted to work while under the influence of alcohol, cannabis, marijuana or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances, cannabis, marijuana and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While Tulare Public Cemetery District has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties in a safe manner. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to random drug and alcohol

testing and if found to be under the influence of alcohol, cannabis, marijuana or detectable level of prohibited drugs, shall be subject to discipline up to and including termination.

4. Any employee who is involved with off-the-job illegal drug use may be considered in violation of this policy. In deciding what action to take, Tulare Public Cemetery District will take into consideration the nature of the charges and employee's assignment and record with Tulare Public Cemetery District. In addition, Tulare Public Cemetery District will consider any adverse effect the employee's actions may have on its clients, other employees, the public, or Tulare Public Cemetery District's reputation and image.

5. Tulare Public Cemetery District does not intend to authorize indiscriminate searches of lockers, desks or personal effects on Tulare Public Cemetery District's property, but we do reserve the right to authorize searches for illegal drugs, cannabis, marijuana, alcohol, or contraband.

6. Employees in jobs designated as "safety-sensitive" who are undergoing prescribed medical treatment with a controlled substance must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for Tulare Public Cemetery District to know treatment is occurring. A determination will be made if the employee's assignment is temporarily affected; the employee's job will not be jeopardized.

EMPLOYEE ASSISTANCE

Tulare Public Cemetery District will encourage and reasonably accommodate employees with chemical dependencies (alcohol, cannabis, marijuana or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave.

Tulare Public Cemetery District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, cannabis, marijuana or alcohol use, nor is Tulare Public Cemetery District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are allowed to continue to work for Tulare Public Cemetery District following an incident of drug, cannabis, marijuana or alcohol abuse are required to bear the cost of their continued drug testing. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

This policy on treatment and rehabilitation is not intended to affect Tulare Public Cemetery District's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

SUBSTANCE TESTING

To support the objective of a drug, cannabis, marijuana and alcohol free workplace, testing for chemical substances is required under the following circumstances:

(1) Pre-employment drug testing as part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or regular full-time positions;

(2) After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after a personal injury resulting in lost time for an employee whose behavior raises a reasonable suspicion of drug, cannabis, marijuana or alcohol use. In a general sense, where reasonable suspicion does not exist, a post-accident drug test is not permitted;

(3) Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances; and,

(4) On an unannounced and random basis for employees in specific pre-designated safety-sensitive jobs. These are jobs where even a slight loss of judgment or motor skills could cause serious injury to employees, the public and Tulare Public Cemetery District's property. Examples of safety-sensitive jobs include such jobs as commercial drivers, heavy equipment operators, employees concerned with potentially explosive material or high voltage electrical systems, and machine operators controlling machines that affect the safety of themselves and other employees.

Employees who are in safety-sensitive jobs will be notified of this designation, and the testing procedures required by this policy will be explained to them. Specific lists of safety-sensitive jobs will be developed and maintained by Tulare Public Cemetery District's management.

The type of test performed will be determined by management based on the best method of common and available tests. If a urine or hair test is used, the following chain of possession procedures will be used.

CHAIN OF POSSESSION PROCEDURES

The supervisor requesting the test shall escort the employee to the independent hospital, laboratory and/or clinic. (The hospital, laboratory and/or clinic will be mutually selected by the employee and Tulare Public Cemetery District.) At the time a specimen is collected, the employee shall be given a copy of the specimen collection procedures. The specimen must be immediately sealed, labeled and initialed by the employee to ensure that the specimen tested by the laboratory is that of the employee.

The required procedure for a urine test is as follows

(1) Urine shall be in a wide-mouthed clinic specimen container which shall remain in full view of the employee until split, transferred to, sealed and initialed in two (2) tamper-resistant urine bottles;

(2) Immediately after the specimens are collected, the urine bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

The required procedure for a hair test is as follows:

(1) A small lock of the test subject's hair (approximately the size of a shoelace tip) taken at the scalp line, shall be placed in a clinic specimen container which shall remain in full view of the employee until split longitudinally, transferred to, sealed and initialed in two (2) tamper-resistant test bottles;

(2) Immediately after the specimens are collected, the hair test bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

DRUG POLICY SUMMARY

While we hope that Tulare Public Cemetery District will never have to discuss alcohol abuse, cannabis, marijuana use or drug problems with any employee, it is only fair that every employee understand the consequences of violating this policy. The illegal use, sale or possession of narcotics, drugs, cannabis, marijuana or controlled substances on Tulare Public Cemetery District's property or job sites will result in termination of employment. Working under the influence of illegal drugs, cannabis, marijuana or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in administrative action, up to and including termination — even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to administrative action, up to and including termination.

TULARE PUBLIC CEMETERY DISTRICT

GENERAL INFORMATION

CLIENT RELATIONS

It is our purpose to serve our clients to the best of our ability. Always be polite, helpful and prompt in attending to the client's needs.

Employees receiving complaints from a client, whether in person or on the telephone, should immediately report the complaint to their supervisor. Under no circumstances is an employee to argue with a client. Abusive clients should simply be directed to consult with management personnel for a resolution to their problem, and the incident should be reported to a supervisor. Obviously, common courtesy and business etiquette should govern behavior when serving a client.

Remember that the client always comes first. It is they who pay all of our wages. Keep in mind, while they are not always right, they are always treated right. Clients are to be treated courteously and given proper attention at all times. Never regard a client's question or concerns as an interruption or an annoyance. Client inquiries, whether in person or by telephone, must be addressed promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Never argue with a client. If a problem develops or if a client remains dissatisfied, ask your supervisor or manager to intervene.

Through your conduct, show your desire to assist the client in obtaining the help they need. If you are unable to help a client, find someone who can.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

ANSWERS TO YOUR QUESTIONS

Should you have any questions concerning salary, Paid Time Off, leaves of absence, minor complaints or any other matters related to company policy, the person to see is your immediate supervisor.

Should you have questions or problems concerning insurance coverage, wage computation or the like, you are advised to consult with management.

EMPLOYEE COMMITMENT

Tulare Public Cemetery District does not impose unreasonable restrictions on an employee's use of personal time. Other employment in and of itself presents no problem unless the employee's work with Tulare Public Cemetery District is adversely affected.

Side jobs are not permitted unless approved by Tulare Public Cemetery District in writing and in no case could it include work that falls under your job classification as an employee of Tulare Public Cemetery District.

Employee must agree that while employed by Tulare Public Cemetery District, during Tulare Public Cemetery District's normal business hours, employee shall devote their entire productive time, ability and attention to the business of Tulare Public Cemetery District. During the period of employment by Tulare Public Cemetery District, the employee will not, without Tulare Public Cemetery District's prior written consent, directly or indirectly engage in any employment, consulting, or other activity which would conflict with employment obligations to Tulare Public Cemetery District. The following types of outside employment are disallowed:

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with Tulare Public Cemetery District;
- Employment that impairs or has a detrimental effect on the employee's work performance with Tulare Public Cemetery District;
- Employment that requires the employee to conduct work or related activities on Tulare Public Cemetery District's property during Tulare Public Cemetery District's working hours or using Tulare Public Cemetery District's facilities and/or equipment; or,
- Employment that directly or indirectly competes with the business or the interests of Tulare Public Cemetery District.

CONFLICT OF INTEREST

Tulare Public Cemetery District demands all employees maintain the highest level of integrity and objectivity in performing their job duties. Employees are expected to conduct their business dealings with suppliers, vendors and clients in a manner that will avoid any conflict of interest, or appearance of a conflict of interest between the

employee's interests and the interest of Tulare Public Cemetery District. Any solicitation of, or requirement of, gratuities or gifts from suppliers, vendors, co-workers or from any other third party is strictly prohibited.

Personal or romantic involvement with a competitor, supplier, supervising employee or subordinate employee of Tulare Public Cemetery District, which impairs an employee's ability to exercise good judgment on behalf of Tulare Public Cemetery District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the employee's immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, Tulare Public Cemetery District may require whatever corrective action appears appropriate according to the circumstances. A failure to do so may result in disciplinary action or termination of employment.

BUSINESS GIFTS

Without written approval, you are not to accept gifts or gratuities that total more than \$25 value from clients, vendors or other persons who do business with Tulare Public Cemetery District.

HOUSEKEEPING

The general appearance of the premises must result from a teamwork effort and your participation is expected. It is your responsibility to keep your work area neat, clean, and organized. Doing so increases your ability to give quality performance in your work and is important to our image with the public. In addition to your work area, please clean up after meals and assist in maintaining cleanliness in restrooms and other public areas.

MEAL & BREAK AREA

A meal and break area is available for your use. You are expected to clean up after eating in this area. Please keep it clean for the next person's use.

SCRAPS AND WASTE

If you have use for any scraps or waste materials and wish to remove them from company premises, you must first obtain written permission from management.

EMPLOYEE TRAINING

Employees are encouraged to continue their formal training and continued education through attendance and participation in approved meetings and seminars, especially those programs which are directly related to operations, activities, and objectives of Tulare Public Cemetery District, and which will place employees in a position to improve their job performance. If you attend such a training program or continued education at the specific request of Tulare Public Cemetery District, out-of-pocket expenses for meals, lodging, and travel will only be reimbursed to the extent they are pre-approved. Compensation for time in attendance will be based on normally scheduled straight time hours to a maximum of eight (8) hours per day. Attendance beyond the normal schedule will be compensated at the training wage of one and one half (1½) times the minimum wage.

TUITION REIMBURSEMENT

We encourage continuing education and self development in areas which will improve current job performance, prepare employees for broader responsibilities in the future, and assist in the updating of skills and knowledge. The organization may or may not approve tuition reimbursement requests, and each request will be evaluated on a case by case basis. Participation in the program, as well as the maximum amount of reimbursement, must have prior approval.

PERSONAL PROPERTY

Employees are advised not to carry valuables or large amounts of money while on duty. Personal property brought onto the premises should be stored in secured locations; Tulare Public Cemetery District is not responsible for loss, theft, or damage.

PERSONAL TOOLS & EQUIPMENT

We provide all needed work tools or equipment. If you choose to use your own tools, you are responsible for their security, maintenance, and replacement. Except as may be covered under our general liability insurance policy, we are not responsible for loss, theft, and damage. To be covered, a current inventory list of your personally-owned work tools and equipment must be on file. No claim will be considered where a loss is the result of your negligence or when no inventory is on file.

INTEGRATION CLAUSE & RIGHT TO REVISE

This employee handbook contains the employment policies and practices in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Tulare Public Cemetery District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, including the policy of at-will employment. However, any such changes must be in writing and must be approved by the Board of Trustees of Tulare Public Cemetery District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements, or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Tulare Public Cemetery District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

SUMMARY COMMENT

This Employee Handbook may not include all the information needed by you. There are some matters which will be specifically addressed in postings, notices, verbal addresses, general and safety meetings and Employee Handbooks supplemental to this one. However, most rules you will be expected to apply to your daily work, beyond those that reflect honesty, common sense and normal procedure for the type of work done, will be provided to you as needed.

You are requested to read all posted notices and instructional material. Hopefully, by explaining these rules which Tulare Public Cemetery District expects you to follow, our relationship will be a good one. If at any time you need a clarification of any provisions within the Employee Handbook, please ask. We want your employment to be beneficial to both you and Tulare Public Cemetery District.

TULARE PUBLIC CEMETERY DISTRICT

PERSONNEL FORMS

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery District's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

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

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Tulare Public Cemetery District is employment at-will; employment may be terminated at the will of either Tulare Public Cemetery District or myself. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Tulare Public Cemetery District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Tulare Public Cemetery District.

Employee's Signature

Date

(Printed employee's name)

PERSONAL LEAVE OF ABSENCE

Employee Name: _____ EE# _____

Job Title: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a personal leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months. Any extension must be requested in writing and will be processed in the same manner as the original request. I also understand that extensions will be granted solely in Tulare Public Cemetery District's discretion.

I also understand that if I do not return to work at the end of this period or any extension granted, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery District.

I understand that this personal leave is a non-paid leave of absence and the approval of the leave is at the complete discretion of the management. I also understand that this leave of absence request must be made in writing and that any leave of absence granted must also be in writing.

I understand that the leave of absence may cause the dates for purposes of merit review, Paid Time Off and sick pay accrual, if I am eligible, to be adjusted.

I understand that my return to work from a leave of absence is contingent upon an available opening at that time and I will verify that my job is available with Tulare Public Cemetery District before reporting back to work.

If my leave is approved, I understand that my health insurance benefits, which are ordinarily provided for by Tulare Public Cemetery District, if I am an eligible employee, will be continued for the current month. I understand that an employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. I understand that COBRA or Cal/COBRA coverage may be available for all extended periods of unemployment.

I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Approved: _____ From: _____ To: _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ on _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____.
I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

I also understand that, if I do not return to work at the end of or before the completion of the period, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery District. I understand that extensions may not be granted.

This application for leave must be accompanied by appropriate medical documentation which certifies that a leave is necessary.

If the leave is needed to care for a sick child, spouse or parent, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition;
- estimated amount of time the health care provider will provide care; and,
- confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for the employee's own serious health condition, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition; and,
- a statement that the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of his/her position because of the employee's serious health condition.

Before I return to work, I agree to provide Tulare Public Cemetery District with appropriate medical documentation which states that I am medically qualified to return to work. I will keep Tulare Public Cemetery District informed of the date on which I expect to return to work, and understand that my return to work is contingent on an available opening.

If at the time my leave is approved, and I have group insurance benefits, they will be continued for the current month, and, for pregnancy disability leave, for the approved leave. I understand that an employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. Insurance coverage will continue for up to twelve (12) weeks of Family Care Leave.

Date _____ Employee Signature _____
* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Rejected ☐ Leave Approved ☐ From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____

Tulare Public Cemetery District

EMPLOYEE NOTICE

“AT-WILL EMPLOYMENT”

California is a state that recognizes that employment is “at-will.” Tulare Public Cemetery District also acknowledges that employment is “at-will.” This means that each employee of Tulare Public Cemetery District is employed for an unspecified period of time and that they are free to terminate employment at any time, with or without reason or notice. This also means that the employer is free to terminate the employment of any employee, at any time, with or without reason or notice.

While we hope that our relationship is a mutually satisfying one, we can make no assurances, either expressed or implied, as to the duration of your employment with us or any reason for the termination of employment. An employment agreement for a specified period of time may only be entered into in writing, signed by the employee and an officer of Tulare Public Cemetery District.

Tulare Public Cemetery District

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery District's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

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

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Tulare Public Cemetery District is employment at-will; employment may be terminated at the will of either Tulare Public Cemetery District or myself. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Tulare Public Cemetery District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Tulare Public Cemetery District.

Employee's Signature

Date

(Printed employee's name)

Handbook Updated and Revised July 2021

PERSONAL LEAVE OF ABSENCE

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I understand that the leave of absence may cause the dates for purposes of merit review, Paid Time Off and sick pay accrual, if I am eligible, to be adjusted.

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If my leave is approved, I understand that my health insurance benefits, which are ordinarily provided for by Tulare Public Cemetery District, if I am an eligible employee, will be continued for the current month. I understand that an employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I understand that COBRA or Cal/COBRA coverage may be available for all extended periods of unemployment.

I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Approved: _____ From: _____ To: _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ on: _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

I also understand that, if I do not return to work at the end of or before the completion of the period, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery District. I understand that extensions may not be granted.

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- date of commencement of the serious health condition;
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- estimated amount of time the health care provider will provide care; and,
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- date of commencement of the serious health condition;
- probable duration of the condition; and,
- a statement that the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of his/her position because of the employee's serious health condition.

Before I return to work, I agree to provide Tulare Public Cemetery District with appropriate medical documentation which states that I am medically qualified to return to work. I will keep Tulare Public Cemetery District informed of the date on which I expect to return to work, and understand that my return to work is contingent on an available opening.

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Date

Employee Signature

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Rejected ☐ Leave Approved ☐ From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____

TULARE PUBLIC CEMETERY DISTRICT'S EMPLOYEE HANDBOOK

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TULARE PUBLIC CEMETERY DISTRICT

INTRODUCTION

WE WELCOME YOU

WELCOME! As an employee of Tulare Public Cemetery District, you will find your employment to be both rewarding and challenging.

Because the quality of our employees is the key to our success, we carefully select our new employees. In turn, we expect employees to contribute to the success of Tulare Public Cemetery District.

This Employee Handbook sets forth the terms and conditions of employment for all full and part-time employees and supervisors. Individual written employment contracts may supersede some of the provisions of this handbook.

This Handbook is designed to familiarize you with our primary policies. Your supervisor or manager will be happy to answer any questions you may have.

TULARE PUBLIC CEMETERY DISTRICT

EMPLOYMENT POLICIES

AT-WILL EMPLOYMENT

Tulare Public Cemetery District is committed to a standard of excellence in the products and services that it provides its clients. All employees participate in the efforts to meet this commitment and to achieve a standard of excellence. Because Tulare Public Cemetery District and its employees are evaluated on their performance and results, it is important that **both** parties retain the ability to determine their own relationships with one another.

Employment at Tulare Public Cemetery District is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or Tulare Public Cemetery District. Nothing in this Handbook or in any document or statement will limit the right to terminate employment at-will. No manager, supervisor or employee of Tulare Public Cemetery District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Board of Trustees of Tulare Public Cemetery District has the authority to make any such agreement, and then, only in writing.

EQUAL EMPLOYMENT OPPORTUNITY

Tulare Public Cemetery District is an at-will equal opportunity employer and makes employment decisions on the basis of merit. It is our policy to afford equal employment opportunity to all individuals, regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, including cancer, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, transgender status, sex stereotyping, or military or veteran status, or any other basis protected by applicable law.

Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination, including harassment or discrimination based on sex, gender identity, transgender status, sex-based stereotypes, pregnancy, childbirth or related medical conditions, breastfeeding and the exercise of the right to family care and medical leave, or any other prohibited basis. Our policy also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

When necessary, we will make reasonable accommodations for disabled employees and for pregnant employees who request an accommodation for pregnancy, childbirth, breastfeeding or related medical conditions as well as religious dress and grooming. We

are completely committed to these principles—not only because of the various Federal, State and local laws which address these subjects—but because it is the right thing to do.

Our commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, disciplinary action, and all other matters of employment. This commitment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and coworkers.

EMPLOYEE INFORMATION

We rely on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EMPLOYEE CLASSIFICATIONS

INTRODUCTORY EMPLOYEE

The first ninety (90) days of your employment is a get acquainted period during which you generally do not qualify for any discretionary, company sponsored benefits.

During the Introductory Period, your supervisor will explain your job responsibilities and the performance standards expected of you. At the end of your introductory period, your supervisor will review your progress, and determine whether you will be assigned to “regular” status, or whether the Introductory Period will be extended. Until your supervisor changes your classification, you will remain in the introductory period. The “at will” relationship will continue even after you become a regular employee.

FULL-TIME

“Regular full-time employees” are those employees who have completed the introductory period and are regularly scheduled to work at least thirty-two (32) hours per week.

PART-TIME

“Regular part-time employees” are those who work more than eight (8) hours and fewer than thirty-two (32) hours per week. To be considered regular part-time, employees must have successfully completed the introductory period and be customarily assigned to a regular schedule of work on certain days or during certain hours each week. Not all benefits are provided to regular part-time employees. Some benefits may apply to regular part-time employees on a prorated basis; in such instances this is specifically stated in this handbook.

TEMPORARY

Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees (those hired with the understanding that their employment will be temporary) may be ineligible for various benefits in this handbook although they are expected to conform to the other policies described herein. Temporary, leased, casual, seasonal, common law, relief, occasional or on-call employees may work any number of hours per week (even as many as a full-time employee) and still remain classified as temporary.

INACTIVE

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds one (1) month will be placed on inactive status. During the time the employee is on inactive status, benefits will not be earned and seniority will not continue to accrue.

GENERAL

Although “regular” positions are intended to be a part of continuing operations, there is no guarantee that the job will continue or that work will be available on an everyday basis. Any position, whether regular, introductory, temporary, leased, casual, seasonal, common law, relief, occasional or on-call, may be reduced or eliminated at any time with or without notice.

We reserve the right, at any time, with or without notice to alter or change job responsibilities, reassign or transfer job positions or assign additional job responsibilities. From time to time, you may be asked to work on special projects or to assist with other work necessary or important to our operations. Your cooperation and assistance in performing such additional work is expected.

QUALIFICATIONS

In some classifications, before an employee is hired, they may be required to pass a background check and a physical examination which includes a drug test, for which we will pay. This is in compliance with the law and is for the public’s protection as well as ours and that of our employee.

If a question regarding physical or mental disability arises after employment, the employee may be required to take an examination, conducted by a physician approved by Tulare Public Cemetery District.

EMPLOYMENT ANNIVERSARY DATE

The date your employment begins with Tulare Public Cemetery District is your official anniversary date, which is used to compute your length of service and accumulation of benefits.

YOUR SUPERVISOR

Your supervisor has been selected by management for their experience and ability to handle work assignments. As the manager of a project, shift or operation, a supervisor is responsible for the efficient operation and interested in helping you make correct decisions. They answer to the management of Tulare Public Cemetery District.

It is the policy of Tulare Public Cemetery District that the work of all employees shall be assigned, directed, and reviewed by supervisory/management. Employees will ordinarily have only one (1) supervisor to whom they are responsible.

It is the responsibility of the supervisory and management personnel to ensure that the goals are achieved and policies established by this handbook are implemented. Included in the responsibilities are the following:

- Interviewing and hiring of employees;
- Training employees in specific job duties;
- Keeping employees fully informed on all factors relating to their work assignments;
- Evaluating the performance of employees and recommending rate of pay;
- Scheduling time off, meals and rest breaks;
- Controlling absenteeism and tardiness;
- Verifying employee time records and approving overtime when it is necessary;
- Recommending hiring of additional personnel or elimination of a job;
- Protecting the safety and health of employees and reporting injuries, incidents and near misses of employees;
- Maintaining neat and orderly work areas;
- Implementing suggestions, disciplinary, and problem review procedures; and,
- Ensuring that all rules and regulations are observed by employees.
- Termination of employees.

EMPLOYMENT OF RELATIVES

Relatives of employees may be eligible for employment if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. "Relatives" include spouses, cohabitants, registered domestic partners, children, siblings, parents, in-laws and step-relatives. Present employees who marry, become registered domestic partners, or begin to cohabit will be permitted to continue

working in the job position held only if they do not work in direct supervisory relationship with one another or in job positions involving conflict of interest.

REQUIREMENTS FOR EMPLOYMENT

The following are requirements for employment with Tulare Public Cemetery District:

- Must have a valid Social Security Number;
- Must complete an I-9 form with appropriate documentation establishing right to work in the United States in compliance with state and federal law;
- Must complete a W-4 form;
- Must have completed an employment application;
- If you will drive, you must display a valid driver's license with correct class rating and photograph and we may require a current DMV report;
- If you are under 18 years of age, you must state your age. If you are required to attend school, you must also have a work permit issued by your school;
- All employees with driving-related duties must maintain a satisfactory record. Anyone with excessive tickets or other driving problems will not be retained in employment;
- Must attest to physical condition, with reasonable accommodation, appropriate to perform the job applied for;
- **Insurability** - All employees must remain insurable under our general and/or vehicle liability insurance policy. If any employee is declared uninsurable or a higher rate is charged by our insurance carrier due to the employee's driving record, the employee will immediately be considered ineligible for further employment and will be considered to have voluntarily terminated their employment as of the date of notification by the insurance carrier; and,
- **Drug and Alcohol Program** - Tulare Public Cemetery District reserves the right to require drug and/or alcohol testing of any applicant or employee to the extent permitted by law. The testing program supplements other means, such as personal observation, by which the use of drug and alcohol can be detected.

ATTENDANCE

Employees should only be on the premises during their scheduled hours of work, arriving for work early enough to begin work at the scheduled starting time, but not so early as to create overtime. Departure should be promptly after the quitting time scheduled by the supervisor.

Regular attendance during all scheduled hours of work, reporting for work on time and continuing to work to the end of the work period are expected of every employee of Tulare Public Cemetery District.

Unsatisfactory attendance, including reporting late or quitting early, or absent without a reason satisfactory to Tulare Public Cemetery District, may result in disciplinary action up to and including termination. If you are absent due to illness, you may be required to submit appropriate medical documentation which sets forth; (1) the date on which you became ill, (2) the expected date of return, and (3) a brief description of the subject illness which does not invade the privacy of the employee, but provides Tulare Public Cemetery District with confirmation that the employee's absence was due to illness.

If for any reason you cannot report for work on time, personally contact your supervisor as soon as possible. When reporting an absence, the expected date of return to work must be given. If unknown, a call is required each day. Notification must be given by the employee, not a relative, friend or fellow employee except in an emergency.

An employee who is absent for one (1) or more days without notification or calling will be considered to have abandoned the job and to have voluntarily resigned unless a reasonable excuse is offered and accepted by management. All Tulare Public Cemetery District owned property (vehicles, keys, uniforms, identification badges, credit cards, cell phones, phone chargers, computers, etc.) must be returned immediately upon termination of employment.

SCHEDULING NOTE

Because scheduling is crucial to the overall effectiveness of our operations, we ask that the following conditions be noted so that you may provide Tulare Public Cemetery District with adequate notice for fulfilling this requirement.

- We understand that in the case of a funeral due to a death in your immediate family, you may need time off. Please give Tulare Public Cemetery District timely notice so we may handle any rescheduling that may be required. Based on specific circumstances, the time off period may be extended. Each case will be handled on an individual basis.

- Jury duty and court appearances may also require adjustments in the schedule. In the case of jury duty, give Tulare Public Cemetery District timely notice. If you are chosen to report for possible selection for jury duty in Superior Court or Federal Court, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes. Tulare Public Cemetery District is not required to pay for time spent on jury duty.

- Doctor appointments are generally scheduled far enough in advance for any scheduling changes that may be necessary. Timely notice is again the key. Remember to

notify your supervisor just as soon as you are aware of the appointment. Tulare Public Cemetery District may request proof regarding the appointment at any time.

APPEARANCE AND CLEANLINESS

No one has a second chance at a first impression. Personal appearance is always important to you and Tulare Public Cemetery District. You are asked to wear articles of clothing suitable to the type of work you perform and the environment in which you work. Articles of clothing should be neat, clean, safe, in good taste and provide a professional image. Shorts, torn, worn or revealing clothing, are not permitted. If you are provided with a uniform, you are required to wear the uniform.

Footwear should be solid, non-slip shoes with good support for those who must be on their feet for long periods of time. No flipflops, open toe shoes, sandals, platform or spike heel shoes are to be worn.

Hair must be neat, clean and well groomed. Employees with long hair must maintain a neat hair style and keep it pulled away from the face.

Makeup should be simple and natural looking. Jewelry is acceptable if it is simple and appropriate. Jewelry should not present a safety hazard. Dangling jewelry may create a hazard and is not permitted. Only one (1) set of earrings is allowed; jewelry in piercing other than earrings is not allowed. No visible tattoos, stretching of ear lobes or plugs. The use of perfumes and colognes should be light and non-offensive. Fingernails must be kept clean and neatly trimmed or filed.

You are expected to maintain your work station in a neat, clean manner and contribute to keeping our interior work and eating areas clean and uncluttered. Our clients expect and are entitled to a clean, professional appearance. Interpretation of these provisions rest solely with management.

Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact a supervisor with day-to-day personnel responsibility and to discuss the need for accommodation.

SMOKING & ELECTRONIC CIGARETTES

In keeping with a desire to provide a safe and healthful work environment, we do not allow smoking, vaping and the use of smokeless tobacco in the workplace. Smoking and the use of smokeless tobacco is expressly prohibited in our facilities and vehicles as well as the homes, facilities and vehicles of clients.

EMPLOYEE DATA FILE

Because Tulare Public Cemetery District needs to have certain information available at all times, please notify your supervisor at once whenever there is a change in your:

- Address;
- Phone numbers;
- Driver's License status;
- Eligibility to work in the United States;
- Insurance and/or Retirement Plan Beneficiary;
- Marital status;
- Name - through marriage or otherwise;
- Number of dependents;
- Insured dependents' address, status or pertinent medical information;
- Person to notify in case of accident or illness;
- W-4 Form information; and,
- Professional licenses, registrations and certificates.

The employee data file is extremely important and it is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Tulare Public Cemetery District will maintain confidentiality and disclose such information only as follows:

- As allowed by law;
- To the employee's personal physician upon written request or permission of the employee; or
- As required for workers' compensation cases.

PERSONNEL RECORD FILE

Employees have a right to inspect or receive a copy of their Personnel Record File which maintains information relating to your performance or to any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made.

Categories of records that are generally considered to be "personnel records" are those that are used or have been used to determine an employee's qualifications for promotion, additional compensation, or disciplinary action, including termination. The following are some examples of "personnel records" (this list is not all inclusive):

- Application for employment
- Payroll authorization form
- Notices of commendation, warning, discipline, and/or termination
- Notices of layoff, leave of absence, and Paid Time Off
- Notices of wage attachment or garnishment
- Education and training notices and records

- Performance appraisals/reviews
- Attendance records

Any request to inspect or copy personnel records must be made in writing to the personnel manager who can also supply you with a form for making a written request.

You may designate a representative to conduct the inspection of the record or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Tulare Public Cemetery District may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The personnel records may be made available to you either at the place where you work or at a mutually agreeable location with no loss of compensation for going to that location to inspect or copy the records. The records will be made available no later than 30 calendar days from the date your written request to inspect or copy your personnel records is received. You may agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request.

If you request a copy of the contents of your file, you will be charged the actual cost of copying at the rate of 15 cents per page.

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, we will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

TULARE PUBLIC CEMETERY DISTRICT

WAGE, HOUR & OVERTIME

WAGES & SALARY

Tulare Public Cemetery District seeks to pay all employees according to fair and uniform principles and in relation to the responsibility and value which they contribute to our success. Within the limits of Tulare Public Cemetery District's capability to do so, we will attempt to set wages at levels comparable to wages paid for the same responsibilities in similar organizations.

HOURLY

All Introductory Period employees will receive no less than the highest statutory minimum wage provided by the State or Federal governments. The amount of your wage, any increase and the timing of that increase is based primarily on business conditions and employee performance. Supervisors are responsible for appraising employee performance based on previously discussed standards.

SALARY EXEMPT

Exempt employees are those who are engaged in work which is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Time cards, overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees except for billing purposes.

RAISES AND REVIEW STANDARDS

The personal contribution of each employee to do productive and quality work is important to our current and future success. For this reason, your performance in these areas is an important aspect of your job.

As a measurement of quantity and quality of output, several elements of your performance are considered in the observation of your work. In broad terms, they include, but are not limited to:

- Commitment to client satisfaction.
- Dependability in following instructions and completing assignments within job standards for your position.
- Presence and punctuality.
- Personal conduct.
- Attitude toward clients, suppliers, other employees, and supervision.

- Cooperation in the teamwork effort of completing a job.

Wage and salary increases are given on the basis of merit rather than length of service. Any increase awarded will be effective at the beginning of the pay period following that in which the employee is notified of the increase.

These merit elements may also be the determining factors if a layoff is required due to business changes. If you are unsure as to the more specific performance requirements of your assignment, you should ask your supervisor for a comprehensive explanation, and review of your job description.

In the case of a promotion or an increase in the responsibilities of an employee, a special performance review may be conducted. A review does not necessarily mean you will get an increase in pay, but it is conducted to assess your current job performance, which may be accompanied by a wage adjustment.

TRAVEL, TRAINING & EXPENSE REIMBURSEMENT

Employees who are required to travel in their own vehicle during the workday shall be reimbursed at a designated rate per mile and a request for reimbursement must be made by submitting a statement. Requests for payment of meals and other approved expenses must be accompanied by receipts and submitted to the person authorizing such travel.

When your worksite changes, your workday begins when you arrive at the work-site at your scheduled time and are prepared to begin work.

When company transportation is provided for your convenience, and you are not required to perform work prior to your conveyance to the work-site, your workday begins at your scheduled time when you arrive at the work-site and are prepared to begin work.

Drivers of company vehicles that are provided for the convenience of the employee generally are not paid to drive the vehicle for their own transportation before or after the scheduled shift. Drivers of company vehicles who are required to transport employees and/or materials to the job site are considered to be working and will receive their regular rate of pay.

Non-exempt employees will be paid for their travel and attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

- The employee will be paid at the then applicable minimum wage for time spent at meetings, lectures, and training programs if the employee does not perform any productive work during such attendance;
- Employees who do perform productive work during attendance at meetings, lectures or training programs will be compensated at their regular rate of pay; and,
- Any hours in excess of eight (8) in a day or forty (40) in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

The training rate per hour is equal to the higher of the state or federal minimum wage.

HOURS OF OPERATION

Regular office hours are Monday through Friday from 8:00am to 4:00pm.

All full time employees are provided two (2) 10-minute breaks and a meal period of at least thirty (30) minutes at which time they will be relieved of all duty. Your individual workweek, your particular hours of work, and the scheduling of your rest and meal periods will be determined by your supervisor and may vary from the above.

REPORTING TIME PAY

Whenever you are required to report for work and do report but are not put to work you shall be paid one half (½) your scheduled shift but not less than two (2) hours nor more than four (4) hours at your regular rate of pay.

When you are required to call in to see if you need to report to work but do not need to physically report, you shall be paid two (2) hours at your regular rate of pay. If you are not scheduled to work, and are called in, you shall be paid a minimum of two (2) hours at your regular rate of pay.

If you are required to report for work a second time in any one (1) workday and are furnished less than two (2) hours of work on the second reporting, you shall be paid for two (2) hours at your regular rate of pay.

The preceding reporting time pay provisions are not applicable when:

- Operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; or
- Public utilities fail to supply electricity, water, or gas, telephone, internet or there is a failure in the public utilities, or sewer system; or,

- The interruption of work is caused by an Act of God or other cause not within Tulare Public Cemetery District's control.

SEVERANCE PAY

Tulare Public Cemetery District does not provide severance pay to employees who terminate voluntarily or involuntarily.

HOURS AND OVERTIME

EXEMPT EMPLOYEES

- Exempt employees are employees whose work is primarily intellectual, managerial, or creative and which requires exercise of discretion and independent judgment and who receive a salary. Record keeping (except for billing purposes) and overtime pay and other hourly provisions of this handbook do not apply to salaried exempt employees.

NON-EXEMPT EMPLOYEES

- When you are required to work more than eight (8) hours in any workday or more than forty (40) hours in any workweek you shall receive one and one-half (1½) times your regular rate of pay for all hours you work over eight (8) in the workday and forty (40) hours in the workweek.

- You shall receive one and one-half (1½) times your regular rate of pay for all hours you work up to eight (8) on the seventh (7th) day worked in any workweek.

- Double your regular rate of pay shall be paid for all hours worked in excess of twelve (12) hours a day or in excess of eight (8) hours on the seventh (7th) day worked in any workweek.

- Only actual hours worked will count towards computing overtime compensation.

- Any change in schedule including overtime requires supervisory approval. Anyone working unauthorized overtime or refusing to work requested overtime shall be subject to disciplinary action, suspension and/or termination.

- Employees may request time off in writing for personal obligations. If such time off is approved and make-up time is scheduled and worked in the same workweek, no overtime will be paid for time worked in any day in which time worked is no more than eleven (11) hours and no more than forty (40) hours in the workweek.

- Overtime will be worked only when necessary and you will be expected to work necessary overtime.

- Overtime work will be distributed as equitably as practical among those who normally do the work and those who are qualified to do the work.
- Employees are required to maintain their time records with correct notations regarding time in, out and meals as well as full name and date. Employees must also note in the time record the reason for any absence.

REST, MEAL & BREAK PERIODS

REST PERIODS

All employees who work a regular workday are provided two (2) 10-minute rest periods, where you are relieved of all duty, one (1) in approximately the middle of each half (½) shift. Rest periods may not be combined, used in conjunction with the meal period, or saved for use at the end of the day. The rest period is authorized and permitted, but you are not required to clock out. If you are unable to take your rest period, you must notify management so that the situation can be remedied.

No rest period need be taken when your total daily work time is less than three and one-half (3½) hours worked.

MEAL PERIODS

You will be provided an uninterrupted meal period of not less than thirty (30) minutes during any work period of more than five (5) hours. When a work period of not more than six (6) hours will complete your day's work, you may sign a waiver of the meal period.

During meal breaks, employees are relieved from duty, with freedom of activity during that time. If you are unable to take at least thirty (30) minutes of uninterrupted time for your meal period, you must notify management so that the situation can be remedied.

LACTATION BREAKS

Tulare Public Cemetery District will provide a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. If possible, the break time should be taken concurrently with other break periods already provided. If this time does not run concurrently with normally scheduled rest periods, employees should clock out for this time and such time will be unpaid. Tulare Public Cemetery District will also make a reasonable effort to provide the employee with the use of a room, (other than a restroom,) in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing breast milk. The employee will also have access to running water, an outlet to plug in any equipment, and a place to store breast milk in order to keep it cool.

Employees should notify their immediate supervisor if they are requesting time to express breast milk under this policy. Employees have the right to file a complaint with the state for any violation under this policy.

Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions and is unlawful.

PAY CHECK INFORMATION

WORKWEEK

The workweek is from Sunday 12:01am through Saturday midnight.

PAY PERIOD

The pay period is two (2) workweeks.

PAY DAY

Earnings will be calculated at the end of each pay period and then distributed on the established pay day which is Friday of every other week. If a holiday falls on that day, the following work day will be the pay day.

No one other than the employee to whom a check is written will be allowed to pick up a paycheck unless written authorization has been given for another person to do so. Your earnings are the gross pay indicated on your pay check and not your net take home pay. (*See below*)

TIME KEEPING FOR HOURLY AND NON-EXEMPT EMPLOYEES

All nonexempt employees are required to keep a record of their time worked for payroll purposes. All time worked must be accurately reported on your time record. Employees must record their own time at the start and at the end of each work period. Employees must record when they begin and end their meal period.

Employees also must record their time whenever they leave the work site for any reason when not engaged in on duty work. Employees are not allowed to work "off the clock." Working off the clock violates company policy. Employees will be required to certify that their time record is accurate. Acceptable rounding practices guidelines may be in use in computing time worked.

Any errors on your time record should be reported immediately to your supervisor. Any corrections or changes in the time record must be reviewed or substantiated by a supervisor. Recording time for another employee, or allowing another employee to record your time, or altering a time record is not permissible and is subject to disciplinary action, up to and including termination.

TARDIES/ABSENCES

You are responsible for your schedule so that you are ready to begin work at your scheduled start time. Arriving at your work station after your scheduled start time is considered a tardy, even if it is only one (1) minute late! Excessive tardies or unexcused absences may result in discipline, up to and including termination.

PAY CHECK

At the time of each payment of wages, you will receive an itemized statement in writing showing:

- The name of the employee;
- An employee identification number or the last four digits of the social security number;
- The gross wages earned;
- All deductions;
- Net wages earned;
- Sick days available;
- The total hours worked;
- The applicable hourly rates and the corresponding number of hours worked at each rate;
- The available PTO hours
- The inclusive dates of the period for which the employee is paid; and,
- The name and address of the legal entity that is the employer.

DEDUCTIONS

There may be additional deductions from your payroll check in the form of repayments of payroll advances, insurance premiums, self-contributed retirement and others. If there is to be additional withholding, other than the mandatory withholding, written authorization allowing Tulare Public Cemetery District to deduct the amounts desired will be required.

We discourage payroll advances, but if an emergency necessitates such an advance, it is to be understood that payroll advances are a form of payment for services to be performed, whether this be for a Paid Time Off advance or any other advance on payroll to be earned. Inasmuch as the payroll advance is for work to be performed, any outstanding payroll advance will be collected in the terminal check upon separation.

As a result of current laws, you will notice that certain deductions will be taken out of your payroll check. These mandatory deductions are:

- Federal Income Tax (FIT);
- Social Security Tax (FICA);
- Medicare Tax & Additional Medicare Tax;
- State Income Tax (SIT);
- State Disability Tax (SDI) includes Paid Family Leave (PFL);
- Cal PERS;
- Sick days used; and,
- Any garnishments.

TULARE PUBLIC CEMETERY DISTRICT

EMPLOYEE BENEFITS

BENEFIT INFORMATION

Tulare Public Cemetery District provides certain mandated and discretionary benefits to qualified employees. These benefits are described below to provide you a brief summary of selected features of the benefit program. Tulare Public Cemetery District reserves the right to modify, supplement, curtail, or eliminate any feature of a benefit plan, or the entire benefit program, if the employer determines, in its sole discretion, that such action is warranted.

Temporary, leased, casual, seasonal, inactive, common law, relief, occasional or on-call employees are **excluded** from all discretionary benefits. "Regular part time employees" may be excluded from all or some discretionary benefits described. "Regular full time employees" and, in some cases where benefits are offered, "regular part time employees" must meet specific eligibility requirements before being offered certain discretionary benefits.

After reading the benefits described herein, employees should contact Personnel to obtain the qualification criteria, review the official plan documents and, where applicable, the actual insurance policies, to identify all of the terms. If any real or apparent conflict exists between the brief benefit summaries in the handbook and the actual provisions of the official plan documents, the terms of the official plan documents will control.

HOLIDAYS

The following days will be designated as paid holidays. Eligible employees will be paid "holiday pay" of one day's pay at the employee's regular straight time rate of pay for their regularly scheduled hours:

- New Year's Day - January 1st
- President's Day - Third Monday in February
- Good Friday - Friday before Easter Sunday
- Easter
- Memorial Day (Floating Holiday) - Employees are scheduled and it is a mandatory work day but will be a "Floating Holiday" to be taken in the year it was earned.

- Independence Day - July 4th
- Labor Day - First Monday in September
- Veteran's Day - November 11th
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving - Friday
- Christmas Eve - December 24th
- Christmas Day - December 25th

When a holiday falls on a weekend, the day officially observed will be considered a holiday, generally Saturday holidays will be observed on Friday and Sunday holidays on Monday. If an eligible employee performs work on the above holidays the employee will be paid "holiday pay."

In order to be eligible for holiday pay an employee will be a "*regular full-time employee*" currently on the payroll and will have worked the scheduled work day prior to the holiday and the first scheduled work day following the holiday unless excused by management.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive holiday pay.

PAID TIME OFF (PTO)

Paid Time Off time offers us all a chance to get away from work and relax. We recognize seniority by awarding increasing PTO benefits with increasing tenure.

"*Regular full-time employees*" who have been continuously employed by Tulare Public Cemetery District for the following periods will receive the listed PTOs annually with pay based on straight time (S/T) hours:

- One (1) year through three (3) years of continuous employment:
(112 hours) Paid Time Off.
Accrues at .0565 hours per S/T hour worked.
- Four (4) years through five (5) years of continuous employment:
(136 hours) Paid Time Off.
Accrues at .0686 hours per S/T hour worked.
- Six (6) years through ten (10) of continuous employment:
(160 hours) Paid Time Off.
Accrues at .0807 hours per S/T hour worked.

- Eleven (11) years through fifteen (15) years of continuous employment:
(184 hours) Paid Time Off.
Accrues at .0928 hours per S/T hour worked.
- Sixteen (16) years through twenty (20) years of continuous employment:
(208 hours) Paid Time Off.
Accrues at .1050 hours per S/T hour worked.
- Twenty-One (21) years of continuous employment and thereafter:
(232 hours) Paid Time Off.
Accrues at .1170 hours per S/T hour worked.

Employees are encouraged to take Paid Time Off in one week segments. Paid Time Off time-off should be requested at least one month in advance or earlier to secure a desired date. If there is a conflict between employees requesting the same Paid Time Off date, normally the first person requesting the date will be the one having the choice. No Paid Time Off requests may be taken May 16-31.

Paid Time Off time ceases to be earned when the employee has accumulated the listed amounts in the chart below and will not resume until the accumulation falls below the maximum accumulation amount for that earning year.

One (1) to three (3) years	168 hours Cap
Four (4) to five (5) years	204 hours Cap
Six (6) to ten (10) years	240 hours Cap
Eleven (11) to fifteen (15) years	276 hours Cap
Sixteen (16) to twenty (20) years	312 hours Cap
Twenty-One (21) years and thereafter	348 hours Cap

Salaried employees will receive their regular salary.

On December 1st of each year employees may request to cash out ½ of their accrued and unused Paid Time Off (PTO). This is the only time of the year an employee can cash out other than during separation of employment.

Terminating employees will be paid their prorated Paid Time Off pay.

Temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees are not eligible to receive Paid Time Off pay.

GROUP INSURANCE

Group health insurance with dental coverage will be offered as part of Tulare Public Cemetery District's benefit program for "*regular full-time employees*," who have served their introductory period and become a regular full-time employee employed at least 32 hours per week. When employment drops below 32 hours per week, eligibility ends.

Tulare Public Cemetery District will pay the employee's premium for the group insurance. If you wish to have dependent coverage, the cost of the dependent coverage will be paid solely by you and deducted from your check as a payroll deduction.

An employee of Tulare Public Cemetery District covered by group insurance who works less than 40 hours per week during a 30-day period or less will be eligible for coverage again at the first of the month following return to full-time work. An eligible employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of continued coverage. You may contact the carrier or administrator for more information. Tulare Public Cemetery District reserves the right to make changes in medical benefits and carriers.

If insurance coverage is provided during employment, under certain conditions, state and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier or administrator for more information.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

RETIREMENT PLAN

A retirement program will be made available to you as a "*regular full-time employee*" continuously employed by Tulare Public Cemetery District. If available to you, details of the plan will be provided to you and included in a Plan Document that gives full disclosure on the program.

UNEMPLOYMENT INSURANCE

If your employment terminates, you may be eligible to receive Unemployment Insurance. The cost of this coverage is completely paid for by Tulare Public Cemetery District through taxes imposed by both the State and Federal governments.

Unemployment Insurance is not charity or welfare, but insurance. We pay the cost so you will have a weekly income when you are out of work through no fault of your own.

Depending on how much you earned during the prior eighteen (18) months, you may be entitled to receive payments per week for as long as twenty six (26) weeks.

As soon as you become unemployed, contact the nearest state Employment Development Department (EDD) field office to file a claim. To qualify for unemployment insurance, you must be physically able to work, available to accept work, and actively seeking work. Termination for misconduct or a voluntary quit may disqualify you from receiving Unemployment Insurance.

If you have any questions regarding the Unemployment Insurance Program, ask your supervisor or direct your question to the Employment Development Department.

Tulare Public Cemetery District also pays a Federal Unemployment Tax (FUTA) on your earnings to a federal program that provides guidelines to states in setting up their unemployment insurance programs.

STATE DISABILITY INSURANCE

Employees who suffer a non-work-related illness or injury may be entitled to State Disability Insurance (SDI). SDI benefits are funded through mandatory payroll tax deductions from your wages. SDI is required by the Disability Insurance provisions of the California Unemployment Insurance Code.

The purpose of SDI is to partially insure you against wage loss because of unemployment resulting from illness or injury occurring away from the job. This insurance pays a weekly benefit depending on earnings in prior periods. If you are hospitalized from the first day of injury or illness, or are ill or injured for more than one (1) week, you are entitled to SDI benefits. Return to work may require a doctor's clearance.

A portion of the SDI tax funds the state's Paid Family Leave program which provides partial wage replacement for absences related to the care of a family member or bonding with a new child.

Forms are available from your doctor and in any office of the Employment Development Department. If you have any questions regarding the State Disability Insurance program, ask Personnel or direct your question to the Employment Development Department.

PAID FAMILY LEAVE

The State Employment Development Department's (EDD) Disability Insurance Branch administers a program funded by employee withholdings called Paid Family Leave. No more than eight (8) weeks of Paid Family Leave benefits may be paid within any twelve (12) month period. Paid Family Leave is a component of the State Disability Insurance (SDI) program and workers covered by SDI are also covered under Paid Family Leave.

ELIGIBILITY REQUIREMENTS

• An employee may file a claim for Paid Family Leave benefits for the following reasons:

- To care for a seriously ill child, spouse, parent, domestic partner, grandparent, grandchild, sibling and parent-in-law;
- To bond with the employee’s new child or the new child of the employee’s domestic partner; or
- To bond with a child in connection with the adoption or foster care placement of the child with the employee or the employee’s domestic partner.

• A medical certificate is required when a Paid Family Leave claim is filed to provide care for a seriously ill family member. The certificate must include a diagnosis and International Classification of Diseases code; the commencing date of the disability; the probable duration; the estimated time care is needed; and state that the serious health condition warrants care. This includes “providing psychological comfort” and arranging “third party care.”

• For bonding, Paid Family Leave is limited to the first year after the birth, adoption, or foster care placement of a child. A separate certification must be completed for leave associated with the birth, adoption, or foster care placement of a child.

• Employees are required to use up to two (2) weeks Paid Time Off leave, if eligible, prior to receiving benefits. The first week of Paid Time Off can be used during the waiting period.

• Employees cannot receive Paid Family Leave while receiving SDI, Unemployment Insurance, or Workers’ Compensation benefits.

• An individual is not eligible for Paid Family Leave for any day that another family member is able and available for the same period of time that the individual is providing the required care.

• An individual who is entitled to leave under the federal Family Medical Leave Act and the California Family Rights Act must take Paid Family Leave concurrent with leave taken under those acts.

The granting of Paid Family Leave does not guarantee the employee’s right to return unless the leave is in combination with another leave policy that requires employee reinstatement.

If Paid Family Leave provides a specific date of return, failure to return from leave in accordance with a mutually agreed date or acceptance of employment elsewhere will result in termination, effective at the beginning of the leave of absence.

WORKERS' COMPENSATION INSURANCE

We carry Workers' Compensation Insurance to protect employees who are injured on the job or become ill from conditions on the job. The cost of this coverage is completely paid for by Tulare Public Cemetery District.

This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related illness or injuries. Compensation payments begin from the day of an employee's hospitalization or after the third day following the injury if an employee is not hospitalized.

If you are injured while working, you must report it immediately to your supervisor, regardless of how minor the injury may be. If you have any questions regarding the Workers' Compensation Insurance program, ask your supervisor.

Upon submission of a medical certification that an employee is able to return to work from a Workers' Compensation leave, the employee will be reinstated to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a Workers' Compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave.

The law provides that any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

SOCIAL SECURITY - MEDICARE

As an employee of Tulare Public Cemetery District, you are covered under the provisions of the Federal Insurance Contribution Act (FICA) better known as Social Security and Medicare. Social Security benefits are often a significant foundation in providing you and your family a retirement income. The amount deducted from your wages for Social Security taxes is matched by Tulare Public Cemetery District.

The total contribution by you and Tulare Public Cemetery District is credited toward your Social Security and Medicare benefits which may be available at the time you are eligible to retire. In addition, disability and survivors benefits are financed through Social Security deductions. Questions regarding Social Security and Medicare benefits should be directed to the local Social Security office.

TULARE PUBLIC CEMETERY DISTRICT

COMPANY POLICIES

POLICY ON LEAVES

We ask that only requests for leaves of absence for significant reasons be made. Because of the many reasons for a requested leave, they will not all be listed. All requests will be reviewed by Tulare Public Cemetery District and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery District when reasonable advance notice is given. Military, Civil Air Patrol volunteers, volunteer firefighter, reserve peace officer or emergency rescue personnel, Witness, Jury, Family Care, Voting and Pregnancy leaves will be allowed in compliance with applicable law.

Leave requests are required for an employee's absence for medical or personal leave for the period of need. The term "medical" and "mental" as used herein encompasses all temporary medical and mental disabilities. The employee's temporary disability status must be verified with appropriate medical documentation on a periodic basis. All requests will be reviewed and judged on a case-by-case basis at the sole discretion of Tulare Public Cemetery District.

If you are off work due to an injury or illness, you are required to contact your supervisor once each week to report your status. When medical proof of such disability is required, it must be supplied by a health care professional in writing.

Any request for leave must be made as far in advance as possible using the appropriate form. Further, the request must contain the reason for the leave and the anticipated return date. A failure to do so may result in disciplinary action up to and including termination of employment.

A personal leave of absence without pay may be granted at the discretion of Tulare Public Cemetery District. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two (2) weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

Employees who serve in the military and take military leave are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

Requests for leaves of absence for medical or personal leave for a period of need will be provided to the full extent provided by law.

Employees will earn no benefit credits while they are on leave. Unless mandated by statute, the return of the employee from leave is contingent upon the availability of an opening at the time the employee is ready to return. The failure of an employee to return to work at the end of a leave when an opening is available is considered to be a voluntary separation.

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier to provide continuing coverage at your expense when you are no longer employed. Please contact the carrier for more information.

SICK LEAVE AND DOMESTIC VIOLENCE LEAVE

SICK LEAVE

Sick leave is a benefit provided when an employee is unable to work due to illness and injury that are not work related. It is intended to be used only when actually required to recover from illness or injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. You must personally contact your supervisor as soon as possible regarding absences under this program. Employees may use their accrued sick leave to attend to the preventive care or existing medical condition of a family member.

Upon hiring and annually, on the employee's anniversary date, three (3) days sick leave will be provided. Ninety (90) days after the initial or annual granting of sick leave days, employees shall earn additional sick pay at the rate of (2) days for a maximum of five (5) work days per year.

In order to be eligible to use paid sick leave, an employee shall be currently on the payroll and shall have worked at least ninety (90) days. Sick leave time taken may only be for days you are scheduled to work. Time taken in excess of the accrued time will be without pay. Unused sick leave expires at year end. When employment ends, you will not be paid for unused sick pay. Sick pay will not be considered hours worked for purposes of overtime calculation.

Events that qualify you for sick leave will also initiate your leave under Paid Family Leave and Family and Medical Leave under both state and federal law. You are required to take available paid sick leave before taking unpaid leave, or having unpaid absences.

Paid Family Leave (PFL) benefits begin upon the start of the leave. If you are absent for a reason that qualifies you for State Disability Insurance (SDI), payments do not begin until after you have been absent from work for seven (7) calendar days. If you have available paid sick leave, it will be used before SDI or PFL payments begin. SDI or PFL benefits do not replace all of your usual wages. { If you have no sick leave, or once you exhaust your sick leave, accrued and unused vacation or PTO can be used to supplement your PFL benefits.

If you are unable to work due to injury or illness for more than three (3) days, you must provide appropriate medical evidence of your illness and/or medical certification of your fitness to return to work.

Sick leave is not available to employees who work less than thirty (30) total days of employment.

DOMESTIC VIOLENCE LEAVE

Under Labor Code Section 230, employees who are victims of domestic violence are eligible for leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. This leave is limited to 12 weeks in a 12-month period.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

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

We will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. If you wish to receive compensation for Domestic Violence Leave, you may use up to three (3) days of your available sick pay for the period of time needed. Paid domestic violence leave is not available to employees who work less than thirty (30) total days of employment.

BEREAVEMENT LEAVE

When death occurs in a regular full time employee's immediate family the employee shall be entitled to up to 5 days paid time off for bereavement per occurrence.

"Immediate family" is defined as being a spouse, domestic partner, parent, step-parent, child, stepchild, brother, sister, grandparents, grandchild, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law or any other person who is the legal dependent of the employee

"Regular full time employee" is defined as an employee that has completed the introductory period and regularly scheduled to work at least 40 hours per week.

Employees requesting bereavement leave will be required to provide documentation as proof of the leave being requested.

JURY DUTY LEAVE

All “*regular full-time employees*” who have been continuously employed by Tulare Public Cemetery District for six (6) months or more will be paid their regular pay, less jury pay they receive, for up to two (2) days per year of Paid Jury Duty Leave for service on a jury.

If you are chosen to report for possible selection for jury duty, you should contact your supervisor immediately to report the situation and the possible need to reschedule. Court appearances will generally require some adjustments, we ask that you please notify your supervisor if your appearance requires scheduling changes.

This plan is not available to temporary, part-time, leased, casual, seasonal, inactive, common law and occasional employees.

EMERGENCY RESPONSE

Tulare Public Cemetery District adheres to any requirement or regulation issued by the state or federal government, in the event of an emergency.

SCHOOL CONFERENCES

Employees who give reasonable notice to their immediate supervisor of their requirement to appear in their child’s school pursuant to a request made under Labor Code Section 230.7 or .8 may do so by utilizing existing Paid Time Off, sick leave, personal leave or accrued time off for purposes of the planned absence. Upon approval by the employee’s supervisor, meal periods may also be rescheduled and utilized for this purpose.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

LEAVE ELIGIBILITY AND PROVISIONS

The California Family Rights Act provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and

- The employee is employed at a work site where there are 5 or more employees.

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, child, sibling, grandparent, grandchild, domestic partner, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- To bond with a newborn, an adopted child, or a child placed in foster care with an employee

CALCULATING THE 12-MONTH PERIOD

For purposes of calculating the 12-month period during which 12 weeks of CFRA or qualifying exigency leaves, we use a rolling year.

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

PREGNANCY, CHILDBIRTH OR RELATED CONDITIONS

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth they may apply for leave under the California Family Rights Act, for purposes of baby bonding.

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

LEAVE PROCEDURES

The following procedures shall apply when an employee requests family medical leave under CFRA:

Please contact the personnel department as soon as you realize the need for leave.

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

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

If the California Family Rights Act request is made because of the employee's own serious health condition, Tulare Public Cemetery District may require, at its expense, a second opinion from a health care provider that Tulare Public Cemetery District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by Tulare Public Cemetery District.

If the second opinion differs from the first opinion, Tulare Public Cemetery District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on Tulare Public Cemetery District and the employee.

We require the employee to provide certification within 15 days of any request for leave under CFRA unless it is not practicable to do so. We may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, we may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered under the California and Family Rights Act.

If the leave is needed to care for a sick child, spouse, parent, registered domestic partner, sibling, grandparent, or grandchild, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

CERTIFICATION

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

We will require certification by the employee's health care provider that the employee is fit to return to their job.

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

HEALTH AND BENEFIT PLANS

An employee taking leave under the California and Family Rights Act will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. We will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, we may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Payment is due at the same time when it would be made by payroll deduction.

SUBSTITUTION OF PAID LEAVE

Generally, CFRA leave is unpaid. You will be required to substitute paid leave in the following circumstances:

- Accrued sick leave, Paid Time Off or other paid time off must be used for absences that are otherwise unpaid by state disability insurance, workers' compensation benefits or any other disability leave plan.

- Accrued sick leave or paid time off that is available as “Kin Care” must be used when leave is to care for a family member.

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

- Paid Time Off and other accrued time (other than sick leave) may be used for any family/medical leave qualifying event.
- Accrued sick leave may be used by the employee for the employee's own serious health condition.
- Accrued sick leave may be used for the care of a family member.
- Accrued sick leave may be used for the birth or placement for adoption or foster care of a child if mutually agreed upon by Tulare Public Cemetery District and the employee.
- Any available paid time off may be used to supplement any portion of leave that is unpaid by state disability insurance, other disability leave plans or workers' compensation benefits.

REINSTATEMENT

Under most circumstances, upon return from CFRA, an employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had they not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

For additional information about eligibility for leave under CFRA, contact the personnel department.

TIME ACCRUAL

Employees on leave under the California Family Rights Act leave will not continue to accrue Paid Time Off, sick leave, paid time off during unpaid California Family Rights Act leave.

CARRYOVER

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement. The 12-month period is measured forward from the date any employee's first leave begins. Successive 12-month periods commence on the date of an employee's first

use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE

Employees may take California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

PREGNANCY DISABILITY LEAVE

When our total employment is five (5) employees or more, an employee who is temporarily disabled and unable to work due to pregnancy, childbirth, and related medical conditions will, upon request be granted a leave of absence without pay for the period of the disability, provided such period shall not exceed four (4) months. The employee must give thirty (30) days advance notice and the temporary disability status must be verified by appropriate medical documentation. Medical leave and pregnancy leave run concurrently.

Any employee planning to take pregnancy disability leave should advise the personnel department as early as possible. The individual should make an appointment with the personnel manager to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- We will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must, insofar as is practical, inform Tulare Public Cemetery District when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption of our operations. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer.
- Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and the child;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide Tulare Public Cemetery District with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned within 15 calendar days. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation or transfer.

The certification indicating the need for disability leave should contain:

- A statement that the employee needs to take pregnancy disability leave because they are disabled by pregnancy, childbirth or related medical condition.
- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- If the employee needs a reasonable accommodation or transfer, a medical certification is sufficient if it contains all of the following: a description of the requested reasonable accommodation or transfer; a statement that describes the medical advisability of the reasonable accommodation or transfer because of pregnancy; and the date on which the need for reasonable accommodation or transfer became/will become medically advisable and the estimated duration of the reasonable accommodation or transfer.
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be required to use accrued sick time (if eligible) during a pregnancy disability leave.
- An employee will be allowed to use accrued Paid Time Off or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in hourly increments.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than the regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to the same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group insurance health coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

In some instances, an employer can recover from an employee premiums paid to maintain health coverage if the employee fails to return following pregnancy disability leave.

PDL may impact other benefits or a seniority date. Please contact the personnel department for more information.

ORGAN OR BONE MARROW DONATION LEAVE

When our total employment is fifteen (15) or more employees, we will provide paid leave for any employee who is donating an organ or bone marrow. Employees may take up to five days of leave for bone marrow donation, and up to 30 days of paid leave for organ donation. In addition, employees may take up to 30 additional days of unpaid leave in a one year period for an organ donation. Existing health care coverage will be maintained during the leave. Contact your supervisor for additional information.

WORKERS' COMPENSATION LEAVE

A. Policy

Employees disabled from working due to a compensable on-the-job injury or illness are entitled to the same leave of absence provided for other disability leaves or as

otherwise required by applicable statute. Leave will be granted in a nondiscriminatory manner.

B. Scope

This policy applies to all employees.

C. Procedure

1. Any employee sustaining an on-the-job injury is required to immediately report the injury or illness to their supervisor and an accident report must be completed as soon as practical under the circumstances. The employee must see a health care professional and a drug test will be administered if it is possible that controlled substances could have been involved.
2. Employees disabled from working due to a compensable illness or injury connected with employment by Tulare Public Cemetery District are entitled to the same leave of absence and other benefits as are provided to employees for other medical leaves or as otherwise required by applicable statute. Leave will run concurrently with other applicable leaves and the Workers' Compensation carrier will be advised of any leave provided.
3. If the injury necessitates time off work or a restriction in duties, the employee shall present a certificate to their supervisor signed by a physician certifying the following:
 - a) The employee's inability to perform the regular job duties;
 - b) Whether the employee is capable of performing restricted work duties;
 - c) The date the disability commenced and the date the employee is expected to be released to full or restricted duty.
4. Any employee who is unable to work because of a compensable on-the-job injury shall at all times have on file with Tulare Public Cemetery District a current certificate from their designated treating physician verifying the employee's inability to return to work and the expected date of return.
5. Employees shall immediately notify Personnel upon being released for full or restricted duty or temporary disability.
6. Upon release to return to work following a medically-related leave, a physician's release statement must be submitted to Personnel.

7. Tulare Public Cemetery District has a policy of encouraging return to moderate duty if full return to duty is not possible. Tulare Public Cemetery District will make every attempt to accommodate any work restriction ordered by the physician.
8. Upon submission of a medical certification satisfactory to Tulare Public Cemetery District, the employee will be reinstated in accordance with applicable law.

D. Benefits

1. For eligible and enrolled employees, company paid insurance benefits will be maintained for enrolled employees for the first twelve (12) weeks of leave under the same terms applicable as if the employee were not on leave. Thereafter, the employee has the option of retaining insurance coverage at the employee's own expense. The failure to make timely payments of any employee's share of the insurance premium shall result in loss of insurance coverage if the premium is more than thirty days late.
2. Leave is unpaid, however, employees may utilize accrued Paid Time Off or other accrued paid time off during the leave. Tulare Public Cemetery District will coordinate payments with any wage reimbursement benefit the employee may be entitled to (i.e., SDI, workers' compensation payments, disability insurance). The total combined compensation from all sources shall not exceed the employees regular pay.
3. All other benefits shall be provided in accordance with applicable law.

RETURN-TO-WORK PROGRAM

In order to minimize serious disability due to on-the-job injuries and to reduce the effects to our injured employees, Tulare Public Cemetery District has developed guidelines to deal with time loss in which the employee can be offered modified work, temporarily.

MODIFIED JOB

Modified jobs will be identified, after obtaining and examining the injured employee's physical limitations or restrictions. "Modified" might be the employee's regular job, modified by removing heavier tasks and reassigning these to other employees for a period of time; a different regular job currently existing at the workplace; or a job

which is specifically designed around the employee's restrictions. A modified job offer will be made only when the work is available and of benefit to Tulare Public Cemetery District.

The modified job, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for the modified work. Each case will be individually assessed based on need. Modified work may not be implemented in every time loss claim. Wages and/or hours may not necessarily be the same as that of the regular job.

On-the-job injuries and occupational diseases will be handled by a team consisting of the injured employee, their supervisor, the office manager or designee, Tulare Public Cemetery District owners, the insurance company, and the injured employee's physician. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity. The employee responsibilities are outlined below.

EMPLOYEE RESPONSIBILITIES

1. Report ALL injuries to your supervisor immediately. If medical treatment is necessary, you should go to the medical facility listed on our Workers' Compensation poster.
2. If possible take "Notice to Physician" form and job analysis of your regular job with you to your first medical visit. Tell the doctor that your employer has a Return-to-Work Program and may be able to place you in a temporary modified job if you cannot return to your regular work. Return the form completed by your doctor to your supervisor or Personnel the same day.
3. You must complete the Employee's Claim for Workers Compensation Benefits as soon after an accident as possible.
4. If you are not released for regular work but are released for modified work, discuss the possibilities with your supervisor and/or Personnel. If an appropriate modified job is developed, whether it is a modified version of your regular job or another modified job, you must report for work at the time designated by Tulare Public Cemetery District.
5. If you are taken off work completely, or if modified work is unavailable, you must report your medical condition and your progress to Personnel or your supervisor at least once a week. Report in person if possible. Also furnish the office with your current mailing address and telephone number.
6. If you return to a modified job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions

change at any time, you must notify your supervisor or the office at once and provide a copy of the new medical release.

ACCIDENTS, ILLNESS & SAFETY COMMITMENT

Federal and State law requires that we keep records of all illnesses and accidents that occur during the workday. State laws regarding Workers' Compensation also make it mandatory that you report any illness or injury on the job, no matter how slight.

If you injure yourself on the job or become ill, you are required to notify your supervisor or management immediately. If you fail to do this, you may jeopardize your right to certain Workers' Compensation payments and health insurance benefits. Worker's Compensation regulations further provides a one (1) year statute of limitations. Tulare Public Cemetery District has made arrangements for complete medical aid and emergency treatment.

We have designed a Safety Program that outlines our safety commitment and have established safe working rules and guidelines for all employees to follow. Posters and placards have also been established that provide information on safe work practices as well as the industrial medical providers available to employees.

EMPLOYER'S RESPONSIBILITY

It shall be our policy to conduct all operations safely by instituting the appropriate safety measures that will prevent injuries to persons and damage to property. When an employee begins to work here, that employee has a right to expect a safe place in which to work and to be provided with the proper equipment to do the job safely.

We have a management commitment to promote safety, to operate in a safe manner and to always strive to improve our safety record.

In order to carry out these objectives the following procedures have been established:

- Periodic inspections will be conducted of all work areas to identify unsafe conditions and work practices;
- All on-the-job accidents and occupational illnesses will be reviewed to determine their cause;
- Unsafe conditions and work practices will be corrected as uncovered by periodic inspections and review of accidents and illnesses;
- Instructional training will be conducted on the hazards unique to each employee's work assignment;

- Employees will be trained in general safe work practices at the time of hire and trained specifically for their job before being assigned to the job or before being assigned to any new work assignment; and,
- Safety awareness programs, with a safety award program or contest, may be conducted to highlight the importance of safe work practices among all employees.

EMPLOYEES' RESPONSIBILITY

While every reasonable precaution is taken to provide you with a safe place to work, accident prevention is largely an individual responsibility and employees are expected to do their part to work safely.

These guidelines are to be followed:

- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin;
- Tulare Public Cemetery District will supply safety equipment whenever it is needed. You must, at all times, wear required safety equipment and observe all posted rules and regulations;
- If you become ill or are injured on the job, tell your supervisor at once. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform the supervisor. The supervisor will have a list of available doctors and medical facilities in the area;
- Observe all warning signs, safety bulletins and posters;
- Avoid all horseplay and never annoy or bully another worker;
- Report any possible hazardous condition to your supervisor. **Safety comments can be made without a fear of reprisal;** and,
- Feel free to make any safety suggestions.

Tulare Public Cemetery District cannot tolerate any employee's unsafe act or unsafe attitude. Employees who violate this principle will be disciplined in the same manner as employees are disciplined who violate other company standards of conduct. There is no exact procedure for disciplining employees. Depending on the offense and the employee's work history, an employee may be given a verbal warning, a written warning, or a suspension from work. When appropriate the employee will be terminated. In any event, Tulare Public Cemetery District maintains the right to terminate employees at any time, for any reason, with or without prior notice, and with or without good cause.

FIRE REGULATIONS

Fire laws are very strict, particularly the blocking of fire corridors and exit doors. Furniture, equipment or electric cords are not to be stored in front of the exit doors. Each employee should become familiar with the location of fire extinguishers in all areas.

SECURITY

The most important member of the security staff is you! You are as much a security agent for our operations as anyone. Be observant and report any activity, situation or potential situation to management so that corrective action can be taken. Should you see a client, supplier or fellow employee doing something that is against policy, you are required to report this at once, or you may be involved also. For the security of our employees and clients, we conduct and record audio and video surveillance of the premises and work sites.

SUSPICIOUS ACTIVITY

For the security of our employees and clients, be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Report any suspicious persons or activities to security. Secure your work station at the end of the day or when called away from your work area for an extended length of time and do not leave valuables and/or personal articles in or around your work station that may be accessible.

INSPECTIONS

For the safety and security of all employees, the management retains the right to inspect company property including the work areas, desks and lockers of all employees as well as all packages, parcels, purses, briefcases and containers brought on to the premises or leaving the premises or any vehicle owned or leased by Tulare Public Cemetery District.

Voice mail and/or Electronic mail (e-mail) are to be used for business purposes only. Tulare Public Cemetery District reserves the right to listen to voice mail messages, access e-mail messages and observe Internet site records to ensure compliance with this rule, without notice to the employee and/or in the employee's absence.

SECURITY

A variety of programs and devices have been installed on computers, network and internet devices and to ensure the safety and security of technology resources. Any employee found tampering with or disabling any of these security devices will be subject to discipline up to and including termination.

GLOBAL POSITIONING SYSTEMS

For the safety and security of employees and the protection of the autos, trucks and other equipment, a Global Positioning System (GPS) may be provided in the vehicle or equipment used by staff. Tampering with or disabling any of this equipment will subject the user to discipline up to and including termination.

NOTICES

Employees are asked to read all notices posted in work areas and on the bulletin boards. This is important because the notices cover activities that you should be familiar with including State and Federal law, policy statements and changes significant to you.

PARTIES & RECREATION

Tulare Public Cemetery District does not require your attendance at parties, social get-togethers and recreational activities that it or a supervisor sponsors or hosts. Attendance is voluntary unless it is clearly expressed by Tulare Public Cemetery District in writing that attendance is mandatory.

It should be understood that your Worker's Compensation Insurance may not cover injuries received in such voluntary activities and Tulare Public Cemetery District does not assume any responsibility or liability for any actions during the course of, or as a result of such activities.

EMPLOYEE PARKING

You are expected to park your personal vehicle in designated employee parking areas posted or directed by management. Employees parking on company property do so at their own risk with Tulare Public Cemetery District sharing no liability. Protect your property by locking your doors and storing packages in the trunk or out of view. Parking as directed by management is subject to change as needed.

DISCRIMINATION, HARASSMENT & ACCOMMODATION

Tulare Public Cemetery District is committed to providing a work environment free of harassment, retaliation, disrespectful, bullying or other unprofessional conduct. Our policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on race, color, creed, gender (including gender identity, gender, transgender and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, ancestry, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), or physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Irrespective of law, we believe that all such harassment is both morally wrong and offensive. You have a right to responsibly resist any harassment without fear of retaliation. You have a responsibility to report any act of harassment or any attempt at retaliation.

Our “zero tolerance” anti-harassment policy applies to **all** persons involved in its operations and prohibits harassment by any employee, client, vendor or delivery person during work time and training sessions and off-duty time including meal and break time as well as social gatherings. This policy also applies to activity outside our premises, our vehicles or our job sites and other locations used for our business. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited.

PAY DISCRIMINATION

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

ANTI-RETALIATION

We also prohibit retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is Unlawful.

Description

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by our policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of his/her gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire.

Prohibited harassment is not just sexual harassment but harassment based on any protected category.

Employees should tell their co-workers when the co-worker's behavior with others is unwanted, unwelcome or offensive.

Employees may have a claim of harassment even if they have not lost a job or some other economic benefit. The law prohibits any form of protected-basis harassment which impairs an employee's working ability or emotional well-being at work.

If employees believe they are being harassed on the job because of their sex, sexual orientation, gender, race, ancestry or other protected basis, they should use the procedure outlined in this policy to file a complaint and have it investigated.

BULLYING

"Bullying" is offensive, intimidating, malicious or insulting behavior involving the misuse of power that makes a person feel vulnerable, upset, humiliated, undermined or threatened. "Power" does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation. Bullying can take the form of physical, verbal and non-verbal conduct.

Examples of Potential Bullying:

- Shouting at, being sarcastic towards, ridiculing or demeaning others;
- Physical or psychological threats;
- Acts of physical or psychological violence;
- Creation of arbitrary standards for one person, imposing unrealistic demands, micromanaging work, or using supervision to intimidate a person;
- Inappropriate, exaggerated or untrue derogatory remarks about someone's performance, particularly in front of others;
- Sabotage of work;
- Abuse of authority or power by those in positions of seniority;
- Deliberately excluding someone from meetings or communications without good reason, or encouraging others to do so; and
- Stealing credit for another's work.

Legitimate, reasonable, and constructive criticism of a worker's performance or behavior, or reasonable instructions given to workers in the course of their employment, will not amount to bullying on their own.

REASONABLE ACCOMMODATION

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, we will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. We will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact one of our representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, we will make the accommodation.

We will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

COMPLAINT

Notification is essential. We cannot address a problem of harassment unless we know about it. Therefore, it is important that employees report those matters to any member of management who is not involved in the alleged harassment as soon as possible so that the problem can be corrected. The report should include the details of the incident or incidents, the names of the individuals involved and the names of any witnesses.

INVESTIGATION

All complaints of harassment will be investigated promptly. The investigation may include interviews with the complainant, the alleged harasser and any witnesses.

REMEDY

If we determine that harassment has occurred, we will take appropriate remedial measures which will be designed to deter future harassment. We will not retaliate against employees for filing complaints and will not knowingly permit retaliation.

We encourage all employees to report all incidents forbidden by this policy immediately so that complaints can be quickly and fairly resolved. This includes all victims and witnesses.

CALIFORNIA DFEH

Employees should also be aware that the California Department of Fair Employment and Housing investigates and prosecutes complaints of prohibited harassment in employment. Employees who believe they have been (1) harassed, or (2) retaliated against for responsibly resisting the prohibited conduct or because they notified management, may file a complaint with that Department. The nearest Department office is listed in the telephone book. The Department will investigate the complaint. If the complaint has merit, the Department will attempt to resolve it. If no resolution is possible, the Department may prosecute the case with its own attorney before the Fair Employment and Housing Commission. The Commission may order the harassment stopped and may require our firm to pay money damages and reinstate the complainant or give other appropriate relief.

SUPERVISOR/SUBORDINATE RELATIONSHIPS

In an effort to avoid any actual or perceived favoritism, we prohibit personal relationships between supervisors and their department staff. Should such a situation develop, alternative options will be pursued which may include reassignment, transfer or termination.

If a romantic or sexual relationship between a supervisor/manager and an employee they supervise should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to Personnel. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

By its discouragement of romantic and sexual relationships, our firm does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

WORKPLACE VIOLENCE

Violence by anyone against an employee, supervisor, member of management or client will not be tolerated. In order to minimize the potential risk of personal injury to clients, guests and employees and to reduce the possibility of damage to property in the event that someone, for whatever reason, may be unhappy with a decision or action by an employee or member of management, the following policy shall be observed:

- If you receive or overhear any threatening communications from an employee, client or third party, report it to your supervisor at once;
- Do not engage in either physical or verbal confrontation with a potentially violent individual;

- If you encounter an individual who is threatening immediate harm to an employee, client or visitor to our premises, contact an emergency response agency (911) immediately;
- All reports of work-related threats will be investigated, documented and kept confidential to the extent possible;
- Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence; and,
- Cooperation with this policy is mandatory.

Failure to report or fully cooperate with this policy may result in discipline up to and including termination.

Violations of this policy will not be permitted and may result in disciplinary action up to and including termination.

LAYOFF & RECALL

LAYOFF

Regular work will be provided to you so far as practical. If a layoff should become necessary, employees will be laid off on the basis of the needs of Tulare Public Cemetery District and the employees':

- Skill and Ability;
- Productivity and Performance;
- Attendance and Tardiness Record;
- Versatility;
- Efficiency;
- Attitude; and,
- Length of Service. *When all factors are equal, length of service will be controlling.*

State and federal rules under COBRA or Cal/COBRA may require Tulare Public Cemetery District's insurance carrier or Personnel to provide continuing coverage at your expense when you are not employed. Please contact the carrier for more information.

RECALL

Worker recall will follow the same standard as layoffs using demonstrated skill and ability, then exhibited productivity and performance, recorded attendance and tardiness, versatility, efficiency, attitude and finally, length of service. As with layoff, when all factors are equal, length of service will be controlling in recalling laid off workers.

Recall from layoff of all qualified employees will be made for the three-month period following a layoff if work becomes available. In the event of a general layoff

involving more than 10% of the workforce, Tulare Public Cemetery District, at its discretion, may extend the recall period up to six (6) months.

SEPARATION OF EMPLOYMENT

Tulare Public Cemetery District would appreciate if you would give at least two (2) weeks notice in the event that you decide to leave our employ. Any unused earned Paid Time Off time will be paid at the time of separation.

COMPLAINTS

We recognize that from time to time problems or difficulties may surface at work. Tulare Public Cemetery District has a policy of dealing with such problems before major disruptions occur. If you have a complaint or problem, you are to direct it to your immediate supervisor or to another member of management if the problem is with the supervisor. If the problem is not solved to the satisfaction of the parties, you may request a review of the problem by management. A final decision will be made following a thorough investigation and consideration of facts as presented to management.

Tulare Public Cemetery District has found that an open door policy helps make a peaceful and enjoyable workplace. This means, literally, that every manager's door is open to every employee. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. Our open door policy means that employees are free to talk with any manager at any time.

We encourage you to take part in this process. Also, the open door policy applies not only to complaints, but to ideas and suggestions that may be helpful to Tulare Public Cemetery District.

TELEPHONE AND CELL PHONE POLICY

TELEPHONES AND PERSONAL CELL PHONES

While at work employees must exercise the same discretion in using personal cell phones as for the use of company phones. Personal calls and making use of social media during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Cell phones are not to be carried on the job without specific permission from management who will keep supervisors regularly informed of this permission. Employees will inform their supervisor of the need to carry a phone who in turn will set up a meeting with management to discuss with the employee a need to have a cell phone on the job. Permission for use will be granted/denied on a case-by-case basis. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. Tulare Public Cemetery District will not be liable for the loss of personal cell phones brought into

the workplace. Employees are not authorized to use personal cell phones in place of company provided phones and radios.

The use of a cell phone's recording or photographic capability on company premises is prohibited. Camera cell phones are not permitted under any circumstances in locker rooms, rest rooms, dressing rooms or other locations where individuals have a reasonable expectation of personal privacy.

PERSONAL USE OF COMPANY-PROVIDED CELL PHONES, AND RADIOS

Where job or business needs demand immediate employee access, a business cell phone and/or two-way radio may be issued. For business reasons the personal use of such equipment is not permitted. Phone records may be audited for compliance. If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their supervisor. Failure to report such use may result in disciplinary action up to and including termination. Employees in possession of company equipment such as cell phones and radios are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

CELL PHONES AND DRIVING

Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option,

- Use hands-free devices;
- Use the voice-activated or "speed dial" feature;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations;

- When there is moderate to heavy traffic;
- Inclement weather; or,
- Driving in an unfamiliar area.

In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

CONFIDENTIALITY

INFORMATION

Many things that occur in the day to day operation of Tulare Public Cemetery District are highly confidential. Contracts, pricing structures, client information, trade secret, financial information, etc., are **all** confidential as they relate to our operations. This information must be used in a very discreet manner as it deals with matters of privacy. The importance of privacy of this information cannot be stressed enough and each employee must maintain confidentiality as a condition of continued employment. All employee files and personnel information such as wages and salaries are considered confidential.

No proprietary or confidential information may leave the premises without written management permission during or following employment including files, computers and backups and electronic files, email, communications and other storage devices.

HIPAA RULES

HIPAA Laws regarding the confidentiality and privacy of “protected health information” (PHI) that we receive in the course of managing the health care plan require the highest degree of confidentiality.

When a breach occurs, we will provide notice to affected individuals and will include, at a minimum, the following five categories of information:

- (1) a brief description of what happened, the date the breach was discovered, and the date the breach occurred, if known;
- (2) an identification by category of the PHI that was compromised, e.g., Social Security number (SSN), diagnosis, date of birth;
- (3) how individuals may protect themselves against possible harm resulting from the breach;
- (4) a brief description of the investigation, of efforts to mitigate any harm, and of steps taken to prevent a recurrence; and,
- (5) contact information for recipients of the notice to ask question or obtain additional information. Employers should note that while the amendments do not require an offer of any service to assist affected individuals, such services, e.g., credit monitoring or fraud resolution services, commonly are offered.

RECORDS

Laws regarding the confidentiality of the information that we receive in the course of managing our hiring, fitness and sick leave plan require the highest degree of confidentiality.

These obligations apply to traditional health plans and health flexible spending arrangements (FSA). We will protect the privacy of (PHI) gathered in connection with the administration of the health plan and keep it separate from other employee information. PHI includes all health and personal information that either identifies or can be used to identify an individual and related medical data.

REFERENCES

In order to protect the privacy of current and former employees, Tulare Public Cemetery District strictly controls information provided to outside employers and others seeking information for employment reference or other reasons.

No information regarding current or former employees (other than employment status) will be provided to persons, organizations or institutions unless an authorization to release information is signed by the employee.

COMPANY VEHICLES

When it becomes necessary to use a company vehicle, the following applies:

- Only with authorization of management, a valid California drivers license and a good driving record. No personal use of company vehicles without prior authorization. No driving of vehicle by spouse, family or friends;
- No employee shall operate a company vehicle while under the influence of alcohol or other drug that may impair safe operation;
- Seat and shoulder belts are to be worn at all times by occupants;
- Operate company vehicles in a safe manner and in accordance with the California state vehicle code rules and regulations. Be familiar with the operator's manual for the vehicle you are driving;
- Comply with all posted speed limits and signs. Reduce speed in inclement weather;
- Headlights will be used under all reduced visibility situations including fog, haze, twilight, blowing dust and rain;
- At all times when unattended, company vehicles, storage boxes and other equipment on board must be secured and locked.
- Smoking and tobacco chewing is prohibited in any company vehicle;
- Eating, drinking and the unsafe use of a phone, such as talking on the phone and taking notes, while driving a company vehicle are to be avoided;
- The interior and exterior of all company vehicles must be kept clean and neat at all times;
- Note mileage, check all fluids and maintain levels at time of fueling. Check tires and tire pressure monthly;

- Any defect, mechanical or electrical, must be reported to your supervisor immediately. Employee negligence in proper maintenance of the vehicle which requires repair will result in discipline up to and including termination; and,
- On the occasion of any vehicle accident involving a company vehicle, the driver must immediately submit to a drug and alcohol screen test at a location designated by Tulare Public Cemetery District if requested. The employee shall immediately notify the appropriate authorities, and contact Tulare Public Cemetery District regarding any accident and report for the drug/alcohol screen if requested. Refusal to undergo such testing may result in discipline up to and including termination.

COMPANY EQUIPMENT

You will be expected to keep all equipment that you work with in good and safe working order at all times. Report anything that needs repair or replacement to your supervisor. This includes anything other than routine cleaning and maintenance that you are qualified to perform. Failure to take proper care of equipment may result in disciplinary action up to and including termination.

PERSONAL USE OF COMPANY PROPERTY

The use of Tulare Public Cemetery District's stationery, logos, trademarks, postage, telephones, faxes, cell phones, computers and other company items for the personal use of the employee is not permitted. Personal use of the telephones shall be done on break and meal periods and kept at a minimum. Violation of these rules may result in discipline up to and including termination.

Use of company time, equipment, vehicles or other resources for non-work and non-emergency related reasons is also not allowed. This includes use of company time to conduct non-work related activities such as personal cell phone use.

Personal visits should be limited. Also, no merchandise for personal use shall be ordered through Tulare Public Cemetery District, unless written permission is first obtained through Management.

COMPUTER, E-MAIL, INTERNET & SOFTWARE POLICY

TECHNOLOGY USE AND PRIVACY

Tulare Public Cemetery District provides various technology resources to authorized employees to assist them in performing their job duties for Tulare Public Cemetery District. Each employee has a responsibility to use our technology resources in a manner that

increases productivity, enhances our public image, and is respectful of other employees. Failure to follow our policies regarding technology resources may lead to disciplinary measures, up to and including termination of employment. Tulare Public Cemetery District reserves the right to advise appropriate legal authorities of any violation of law by an employee. Upon termination, access rights end immediately.

Technology Resources Definition

Technology resources consists of all electronic devices, software, and means of electronic communication including, but not limited to, the following: smart phones, Blackberries, I-Phones, personal computers and workstations; lap-top computers; mini and mainframe computers; computer hardware such as disk drives, tape drives, flash drives, and CDs; peripheral equipment such as printers, modems, fax machines and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic-mail; telephones; cellular phones; pagers; and voicemail systems. Upon termination, access rights end immediately.

Authorization

Access to our technology resources is within the sole discretion of Tulare Public Cemetery District. Generally, employees are given access to our various technologies based on their job functions. Only employees whose job performance will benefit from the use of our technology resources will be given access to the necessary technology.

Use

Our technology resources are to be used by employees only for the purpose of conducting Tulare Public Cemetery District business. Employees may, however, use our technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with our business and does not violate any company policy:

- To send and receive necessary and occasional personal communications;
- To prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Tulare Public Cemetery District assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on our technology resources. We accept 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 Tulare Public Cemetery District property. Tulare Public Cemetery District strongly discourages employees from storing any personal data on any of our technology resources.

IMPROPER USE

Prohibition Against Harassing, Discriminatory and Defamatory Use

We are aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth in "Equal Employment Opportunity" and more fully in our "Discrimination and Harassment Policy," we prohibit unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), protected hairstyles, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Under no circumstances may employees use our technology resources to transmit, receive or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually explicit or racial messages, jokes, cartoons).

Prohibition Against Violating Copyright Laws

Employees must not use our technology resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's reference.

Other Prohibited Uses

Employees may not use our technology resources for any illegal purpose, violation of any company policy, in a manner contrary to the best interests of Tulare Public Cemetery District, in any way that discloses confidential or proprietary information of Tulare Public Cemetery District or third parties, or for personal or pecuniary gain.

Company Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on our electronic mail system, voicemail system or computer systems are our property regardless of the content. As such, we reserve the right to access all our technology resources including its computers, voicemail and electronic mail systems, at any time, in its sole discretion.

Privacy

Although we do not wish to examine personal information of employees, on occasion, we may need to access the technology resources including computer files, electronic mail messages and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created or maintained on our technology resources, including personal information or messages. Tulare Public Cemetery District may, at its discretion, inspect all files or

messages on its technology resources at any time for any reason. Tulare Public Cemetery District may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Passwords

Certain technology resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of Tulare Public Cemetery District. Thus, even though employees may maintain passwords for accessing technology resources, including electronic mail and voicemail messages, they are not to be considered private. Employees are expected to maintain their passwords as confidential. Employees must not share passwords and must not access coworkers' systems without express authorization.

Data Collection

The best way to guarantee the privacy of personal information is not to store or transmit it on our technology resources. To ensure that employees understand the extent to which information is collected and stored, below are examples of information currently maintained by us. Tulare Public Cemetery District may however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

- 1. Telephone Use and Voicemail:** Records can be kept of all calls made from and to a given telephone extension. Although voicemail can be password protected, an authorized administrator can reset the password and listen to voicemail messages.
- 2. Electronic Mail:** Electronic mail is backed-up and archived. Although electronic mail is password protected, an authorized administrator can reset the password and read electronic mail.
- 3. Desktop facsimile Use:** Copies of all facsimile transmissions sent and received are maintained in the facsimile server.
- 4. Document Use:** Each document stored on our computers has a history, which shows which users have accessed the document for any purpose.
- 5. Internet Use:** Internet sites visited, the number of times visited, and the total time connected to each site is recorded and periodically monitored.

File Sharing

File sharing and Peer-to-peer (P2P) applications such as BearShare, Warez, Morpheus, BitTorrent, iMesh and KaZaA, are not permitted on any computer linked to our system, either by direct link or via a wireless connection. File sharing and P2P make it easy for users to exchange files with each other over the Internet. While these programs are a good way of sharing information, they are not entirely harmless and can cause problems for your personal system as well as our network. **They are not permitted.**

Deleted Information

Deleting or erasing information, documents, or messages maintained on our technology resources is, in most cases, ineffective. All employees should understand that any information kept on our technology resources may be electronically recalled or recreated regardless of whether it may have been “deleted” or “erased” by an employee. Because we periodically back-up all files and messages, and because of the way in which computers re-use file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

SOCIAL MEDIA AND ON-LINE SERVICES

We provide authorized employees access to on-line services such as the Internet. We expect that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use our technology resources 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. Do not use social networking accounts to harass, threaten, libel, malign, defame, disparage or discriminate against co-workers, managers, customers, or anyone else.

Our policy requires that employees who wish to access the Internet for non-work-related activities do so with their own personal equipment, on their own time, and off the work-site. We expect ethical and honest behavior from all employees. At all times any electronic communications and social networking activities for work-related purposes must maintain and reflect Tulare Public Cemetery District's standards for professionalism.

These actions will generate junk electronic mail and may expose our firm to liability or unwanted attention because of comments that employees may make. We strongly encourage employees who wish to access the Internet for non-work-related activities to obtain their own personal Internet access accounts.

Confidentiality

Some of the information to which employees have access is confidential. Employees should avoid sending confidential information over the Internet, except when absolutely necessary. Employees also should verify electronic mail addresses before transmitting any messages.

Monitoring

We monitor both the amount of time spent using on-line services and the sites visited by individual employees. We reserve the right to limit such access by any means available to it, including revoking access altogether.

SOFTWARE USE

License Restrictions

All software in use on our technology resources 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 our computers, by any means of transmission, unless authorized in writing in advance by management or an IT manager. Authorization for loading software onto our computers should not be given until the software to be loaded has been thoroughly scanned for viruses.

Confidential Information

We are very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of both Tulare Public Cemetery District and third parties ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on our technology resources.

Confidential Information should not be accessed through our technology resources in the presence of unauthorized individuals. Similarly, Confidential information should not be left visible or unattended. Moreover, any Confidential Information transmitted via technology resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise who it was intended for immediately or return it promptly by mail."

Software for Home Use

Tulare Public Cemetery District endeavors to license its software so that it may be used on portable computers and home computers in addition to office computers. Before transferring or copying any software from our technology resource to another computer, employees must obtain written authorization from Management.

Security

We have installed a variety of programs and devices to ensure the safety and security of our technology resources. Any employee found tampering with or disabling any of our security devices will be subject to discipline up to and including termination.

Audits

We may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on our technology resources may be conducted without warning at any time.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

NO SOLICITATION POLICY

In the interest of maintaining a proper business environment and preventing interference with work, and inconvenience to others, employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time (e.g., those on meal periods or breaks) may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

TULARE PUBLIC CEMETERY DISTRICT

STANDARDS OF CONDUCT

CONDUCT & BEHAVIOR STANDARDS

Our general Code of Conduct is based upon:

The importance of safety, productive and quality work, an awareness of the rights of others, an appreciation for the authority of management, and a positive attitude toward the workplace.

We recognize that most people prefer to work where people respect each other and work together in peace and harmony. It is important that everyone treat others with consideration and respect. We want this to be a good place to work. That there may be no misunderstandings about satisfactory conduct, our STANDARDS OF CONDUCT are listed below.

Although not all inclusive, the following list represents the kinds of behavior that will be considered improper and unacceptable in the workplace, and may subject employees to discipline, up to and including termination:

1. UNLAWFUL ACTIONS:

- Misappropriation or removal of private or Tulare Public Cemetery District's property including scrap without proper authorization;
- Gambling on company property;
- Willful destruction or defacement of private or company property;
- Harassment and discrimination including sexual harassment;
- Software and copyright violations;
- Violation of traffic or parking regulations while using a company vehicle; and, or,
- Failure to properly report any type of accident involving a company or client's vehicle or company property.

2. IMPROPER BEHAVIOR:

- Violation of the Injury and Illness Prevention Program;
- Falsification, alteration or misrepresentation of information on any company form, e.g., time cards, applications and personnel records;

- Possession, use, or being under the influence of alcohol or drugs on company property during working hours. Includes hangovers! *If you must use a prescription drug during working hours, appropriate medical documentation must be provided to your supervisor;*
- Fighting on company property;
- Computer, e-mail, cell phone and Internet misconduct;
- Additional or repeated violations of the STANDARDS OF CONDUCT;
- Breach of confidentiality or corruption of electronic information;
- Sabotage, or making false, vicious or malicious statements about Tulare Public Cemetery District, its clients or any employee;
- Profanity, or immoral /indecent conduct on a work site, company property or on company business or while wearing a company uniform;
- Failure to promptly report a work-incurred injury;
- Sleeping or unapproved absence during work time;
- Inappropriate removal from company premises or unauthorized possession of property, parts or materials belonging to Tulare Public Cemetery District, its clients or another employee;
- Possession of lethal weapons or explosives on company premises or vehicles;
- Smoking in areas not designated for smoking.
- Using obscene, abusive or threatening language;
- Misuse of sick leave or medical leave;
- Disorderly conduct such as practical jokes, horseplay, scuffling or throwing objects;
- Other employment which constitutes a conflict of interest or adversely affects employee efficiency.

3. IMPROPER WORK PRACTICE:

- Unapproved & excessive absences or tardiness;
- Insubordination or disregard of instructions from supervisors or proper authority;
- Failure to be courteous and polite at all times to employees, clients or guests present at Tulare Public Cemetery District;
- Leaving work area, job assignment or department during working hours without proper authorization;
- Failure to observe work schedules including rest and meal periods;
- Failure to report to work without authorization or reasonable notification to your supervisor;

- Failure to observe safety rules and regulations;
- Violation of NO SOLICITATION POLICY;
- Contributing to unsanitary conditions or poor housekeeping;
- Inefficiency, lack of productive effort, or other unsatisfactory work performance;
- Unauthorized use of company time, phones, materials or equipment for personal activities; or,
- Unsuitable or improper attire for the work situation.

Tulare Public Cemetery District expects employees to observe the STANDARDS OF CONDUCT which will achieve an orderly, positive and productive workplace. Such a standard of conduct will benefit and protect both Tulare Public Cemetery District and all employees.

This statement of a STANDARD OF CONDUCT does not alter Tulare Public Cemetery District's policy of at-will employment. Either you or Tulare Public Cemetery District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

NORMAL DISCIPLINARY GUIDELINES

Although employment with Tulare Public Cemetery District is not for a fixed term or definite period, and may therefore be terminated by either Tulare Public Cemetery District or the employee at any time, Tulare Public Cemetery District has established procedural guidelines for dealing with discipline and/or termination matters. Depending on the nature and circumstances of one or more incidents, discipline and termination actions will normally be progressive and bear a reasonable relationship to the violation. This general procedure is not intended to form an employment contract, and therefore does not bind Tulare Public Cemetery District to follow the procedure of progressive action in all cases. Tulare Public Cemetery District reserves the right to impose discipline not in accordance with these policies if it determines that such action is appropriate.

Behavior that violates the STANDARDS OF CONDUCT will typically subject employees to discipline up to and including suspension without pay, or termination. When disciplinary action is used, the severity of discipline will be determined in light of the facts and circumstances of each individual case. Each incident shall be considered in light of a variety of factors, including:

- The seriousness of the incident and the circumstances;
- The employee's past conduct;
- The nature of any previous incidents; and,
- The general practice as it relates to the incident.

Discipline will normally follow these steps:

1. **VERBAL** - Verbal warnings are generally given in cases of minor first time violations. A written notation of this warning will be put in the employee's personnel file.

2. **WRITTEN** - Written warnings are generally given for more serious first time violations, repeat violations after a verbal warning, or additional verbal warnings. This will be presented to the employee by their supervisor. The reasons for the action will be discussed with the employee. The employee will be given an opportunity to sign the warning, not admitting guilt, yet acknowledging receipt of the warning. This will be placed in the employee's personnel file.

3. **SUSPENSION** - Suspensions are generally given for serious first time offenses, or repeated violations following verbal or written warnings. This action will be written and placed in the employee's file. The written document notice of suspension shall include the reason(s) for such action, the days in which the employee is to be off work, and the return date of employment. The employee will be given an opportunity to sign the suspension notice, not admitting guilt, yet acknowledging receipt of the suspension notice. Tulare Public Cemetery District retains the right to determine the number of days off, and the specific days to be taken. Example: a four-day suspension may be assessed on Tuesday and Thursday of two (2) consecutive weeks. Any time off for this reason is without pay. Further, Tulare Public Cemetery District may utilize a suspension at any time. It is not necessary for an employee to receive a verbal or written warning prior to suspension, or a suspension prior to termination.

4. **TERMINATION** - Termination may be imposed for repeat violations, but can also be imposed for first time offenses. A written termination notice will generally be served upon the employee and will be placed in the employee's personnel file. The notice may give the reason for such action, however, as an "at-will" employment relationship exists, "just-cause" is not implied by the stating of a reason in the termination notice. The employee will be asked to sign the termination notice, not admitting guilt, but acknowledging receipt of the termination notice.

Tulare Public Cemetery District retains the right to vary from the preceding steps at any time in the disciplinary actions. Because an "at-will" relationship exists, Tulare Public Cemetery District may terminate employment, at any time, with or without cause or advance notice. All Tulare Public Cemetery District owned property (vehicles, keys, uniforms, identification badges, credit cards, etc.) must be returned immediately upon termination of employment.

TULARE PUBLIC CEMETERY DISTRICT

DRUG POLICY

DRUG FREE WORKPLACE

Tulare Public Cemetery District recognizes the problem of drug and alcohol abuse in society, while also realizing that drug and alcohol dependency and abuse can be treated and controlled. Tulare Public Cemetery District strives to provide for the safety and security of its employees. To this end, the purpose of this policy is to provide a work environment that is free of illegal drugs and alcohol abuse by offering support, but not paying for, programs concerned with awareness, intervention and rehabilitation.

MEDICAL MARIJUANA

NOTE that the possession of a Medical Marijuana Identification Card will not insulate you from negative consequences for violating the provisions of this section.

Tulare Public Cemetery District has set requirements for the availability of employee assistance programs; has established restrictions on the use, sale and possession of illegal drugs and alcohol; and has identified circumstances for required substance testing. These are outlined below:

USE, SALE AND POSSESSION

In keeping with Tulare Public Cemetery District's objective to provide a safe and healthful work environment:

1. The use, sale, consumption, possession or distribution of drugs, controlled substances, cannabis, marijuana or alcohol while on company property or company business is strictly prohibited and will result in discipline up to and including termination.
2. Drugs, cannabis, marijuana or alcohol may not be brought or consumed on any company-owned or leased property (including vehicles) and job-sites. Any employee who is using prescription or over-the-counter drugs or marijuana that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work.
3. Employees will not be permitted to work while under the influence of alcohol, cannabis, marijuana or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances, cannabis, marijuana and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While Tulare Public Cemetery District has no intention of intruding into the private lives of its employees, we do require all employees to report to work in a condition that allows them to perform their duties in a safe manner. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to random drug and alcohol

testing and if found to be under the influence of alcohol, cannabis, marijuana or detectable level of prohibited drugs, shall be subject to discipline up to and including termination.

4. Any employee who is involved with off-the-job illegal drug use may be considered in violation of this policy. In deciding what action to take, Tulare Public Cemetery District will take into consideration the nature of the charges and employee's assignment and record with Tulare Public Cemetery District. In addition, Tulare Public Cemetery District will consider any adverse effect the employee's actions may have on its clients, other employees, the public, or Tulare Public Cemetery District's reputation and image.

5. Tulare Public Cemetery District does not intend to authorize indiscriminate searches of lockers, desks or personal effects on Tulare Public Cemetery District's property, but we do reserve the right to authorize searches for illegal drugs, cannabis, marijuana, alcohol, or contraband.

6. Employees in jobs designated as "safety-sensitive" who are undergoing prescribed medical treatment with a controlled substance must report this fact to their supervisor. This information will be handled on a very confidential basis, but it is important for Tulare Public Cemetery District to know treatment is occurring. A determination will be made if the employee's assignment is temporarily affected; the employee's job will not be jeopardized.

EMPLOYEE ASSISTANCE

Tulare Public Cemetery District will encourage and reasonably accommodate employees with chemical dependencies (alcohol, cannabis, marijuana or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave.

Tulare Public Cemetery District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, cannabis, marijuana or alcohol use, nor is Tulare Public Cemetery District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Employees who are allowed to continue to work for Tulare Public Cemetery District following an incident of drug, cannabis, marijuana or alcohol abuse are required to bear the cost of their continued drug testing. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation.

This policy on treatment and rehabilitation is not intended to affect Tulare Public Cemetery District's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

SUBSTANCE TESTING

To support the objective of a drug, cannabis, marijuana and alcohol free workplace, testing for chemical substances is required under the following circumstances:

(1) Pre-employment drug testing as part of the employment process. Upon an offer of employment, a test may be required for all final candidates, and no applicant testing positive will be employed. This includes all employment and re-employment, whether for temporary, part-time or regular full-time positions;

(2) After a work-related accident where judgment, coordination or physical or mental ability may have been impaired. Testing is required after a personal injury resulting in lost time for an employee whose behavior raises a reasonable suspicion of drug, cannabis, marijuana or alcohol use. In a general sense, where reasonable suspicion does not exist, a post-accident drug test is not permitted;

(3) Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances; and,

(4) On an unannounced and random basis for employees in specific pre-designated safety-sensitive jobs. These are jobs where even a slight loss of judgment or motor skills could cause serious injury to employees, the public and Tulare Public Cemetery District's property. Examples of safety-sensitive jobs include such jobs as commercial drivers, heavy equipment operators, employees concerned with potentially explosive material or high voltage electrical systems, and machine operators controlling machines that affect the safety of themselves and other employees.

Employees who are in safety-sensitive jobs will be notified of this designation, and the testing procedures required by this policy will be explained to them. Specific lists of safety-sensitive jobs will be developed and maintained by Tulare Public Cemetery District's management.

The type of test performed will be determined by management based on the best method of common and available tests. If a urine or hair test is used, the following chain of possession procedures will be used.

CHAIN OF POSSESSION PROCEDURES

The supervisor requesting the test shall escort the employee to the independent hospital, laboratory and/or clinic. (The hospital, laboratory and/or clinic will be mutually selected by the employee and Tulare Public Cemetery District.) At the time a specimen is collected, the employee shall be given a copy of the specimen collection procedures. The specimen must be immediately sealed, labeled and initialed by the employee to ensure that the specimen tested by the laboratory is that of the employee.

The required procedure for a urine test is as follows

(1) Urine shall be in a wide-mouthed clinic specimen container which shall remain in full view of the employee until split, transferred to, sealed and initialed in two (2) tamper-resistant urine bottles;

(2) Immediately after the specimens are collected, the urine bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

The required procedure for a hair test is as follows:

(1) A small lock of the test subject's hair (approximately the size of a shoelace tip) taken at the scalp line, shall be placed in a clinic specimen container which shall remain in full view of the employee until split longitudinally, transferred to, sealed and initialed in two (2) tamper-resistant test bottles;

(2) Immediately after the specimens are collected, the hair test bottles shall, in the presence of the employee, be labeled and then initialed by the employee. If the sample must be collected at a site other than the drug and/or alcohol testing laboratory, the specimens shall then be placed in the transportation container. The container shall be sealed in the employee's presence and the employee shall be asked to initial or sign the container. The container shall be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method; and,

(3) A chain of possession form shall be completed by the hospital, laboratory and/or clinic personnel during the specimen collection and attached to and mailed with the specimens.

DRUG POLICY SUMMARY

While we hope that Tulare Public Cemetery District will never have to discuss alcohol abuse, cannabis, marijuana use or drug problems with any employee, it is only fair that every employee understand the consequences of violating this policy. The illegal use, sale or possession of narcotics, drugs, cannabis, marijuana or controlled substances on Tulare Public Cemetery District's property or job sites will result in termination of employment. Working under the influence of illegal drugs, cannabis, marijuana or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in administrative action, up to and including termination — even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to administrative action, up to and including termination.

TULARE PUBLIC CEMETERY DISTRICT

GENERAL INFORMATION

CLIENT RELATIONS

It is our purpose to serve our clients to the best of our ability. Always be polite, helpful and prompt in attending to the client's needs.

Employees receiving complaints from a client, whether in person or on the telephone, should immediately report the complaint to their supervisor. Under no circumstances is an employee to argue with a client. Abusive clients should simply be directed to consult with management personnel for a resolution to their problem, and the incident should be reported to a supervisor. Obviously, common courtesy and business etiquette should govern behavior when serving a client.

Remember that the client always comes first. It is they who pay all of our wages. Keep in mind, while they are not always right, they are always treated right. Clients are to be treated courteously and given proper attention at all times. Never regard a client's question or concerns as an interruption or an annoyance. Client inquiries, whether in person or by telephone, must be addressed promptly and professionally.

Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Never argue with a client. If a problem develops or if a client remains dissatisfied, ask your supervisor or manager to intervene.

Through your conduct, show your desire to assist the client in obtaining the help they need. If you are unable to help a client, find someone who can.

All correspondence and documents, whether to clients or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

ANSWERS TO YOUR QUESTIONS

Should you have any questions concerning salary, Paid Time Off, leaves of absence, minor complaints or any other matters related to company policy, the person to see is your immediate supervisor.

Should you have questions or problems concerning insurance coverage, wage computation or the like, you are advised to consult with management.

EMPLOYEE COMMITMENT

Tulare Public Cemetery District does not impose unreasonable restrictions on an employee's use of personal time. Other employment in and of itself presents no problem unless the employee's work with Tulare Public Cemetery District is adversely affected.

Side jobs are not permitted unless approved by Tulare Public Cemetery District in writing and in no case could it include work that falls under your job classification as an employee of Tulare Public Cemetery District.

Employee must agree that while employed by Tulare Public Cemetery District, during Tulare Public Cemetery District's normal business hours, employee shall devote their entire productive time, ability and attention to the business of Tulare Public Cemetery District. During the period of employment by Tulare Public Cemetery District, the employee will not, without Tulare Public Cemetery District's prior written consent, directly or indirectly engage in any employment, consulting, or other activity which would conflict with employment obligations to Tulare Public Cemetery District. The following types of outside employment are disallowed:

- Employment that conflicts with an employee's work schedule, duties and responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with Tulare Public Cemetery District;
- Employment that impairs or has a detrimental effect on the employee's work performance with Tulare Public Cemetery District;
- Employment that requires the employee to conduct work or related activities on Tulare Public Cemetery District's property during Tulare Public Cemetery District's working hours or using Tulare Public Cemetery District's facilities and/or equipment; or,
- Employment that directly or indirectly competes with the business or the interests of Tulare Public Cemetery District.

CONFLICT OF INTEREST

Tulare Public Cemetery District demands all employees maintain the highest level of integrity and objectivity in performing their job duties. Employees are expected to conduct their business dealings with suppliers, vendors and clients in a manner that will avoid any conflict of interest, or appearance of a conflict of interest between the

employee's interests and the interest of Tulare Public Cemetery District. Any solicitation of, or requirement of, gratuities or gifts from suppliers, vendors, co-workers or from any other third party is strictly prohibited.

Personal or romantic involvement with a competitor, supplier, supervising employee or subordinate employee of Tulare Public Cemetery District, which impairs an employee's ability to exercise good judgment on behalf of Tulare Public Cemetery District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to the employee's immediate supervisor, or any other appropriate supervisor, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is determined, Tulare Public Cemetery District may require whatever corrective action appears appropriate according to the circumstances. A failure to do so may result in disciplinary action or termination of employment.

BUSINESS GIFTS

Without written approval, you are not to accept gifts or gratuities that total more than \$25 value from clients, vendors or other persons who do business with Tulare Public Cemetery District.

HOUSEKEEPING

The general appearance of the premises must result from a teamwork effort and your participation is expected. It is your responsibility to keep your work area neat, clean, and organized. Doing so increases your ability to give quality performance in your work and is important to our image with the public. In addition to your work area, please clean up after meals and assist in maintaining cleanliness in restrooms and other public areas.

MEAL & BREAK AREA

A meal and break area is available for your use. You are expected to clean up after eating in this area. Please keep it clean for the next person's use.

SCRAPS AND WASTE

If you have use for any scraps or waste materials and wish to remove them from company premises, you must first obtain written permission from management.

EMPLOYEE TRAINING

Employees are encouraged to continue their formal training and continued education through attendance and participation in approved meetings and seminars, especially those programs which are directly related to operations, activities, and objectives of Tulare Public Cemetery District, and which will place employees in a position to improve their job performance. If you attend such a training program or continued education at the specific request of Tulare Public Cemetery District, out-of-pocket expenses for meals, lodging, and travel will only be reimbursed to the extent they are pre-approved. Compensation for time in attendance will be based on normally scheduled straight time hours to a maximum of eight (8) hours per day. Attendance beyond the normal schedule will be compensated at the training wage of one and one half (1½) times the minimum wage.

TUITION REIMBURSEMENT

We encourage continuing education and self development in areas which will improve current job performance, prepare employees for broader responsibilities in the future, and assist in the updating of skills and knowledge. The organization may or may not approve tuition reimbursement requests, and each request will be evaluated on a case by case basis. Participation in the program, as well as the maximum amount of reimbursement, must have prior approval.

PERSONAL PROPERTY

Employees are advised not to carry valuables or large amounts of money while on duty. Personal property brought onto the premises should be stored in secured locations; Tulare Public Cemetery District is not responsible for loss, theft, or damage.

PERSONAL TOOLS & EQUIPMENT

We provide all needed work tools or equipment. If you choose to use your own tools, you are responsible for their security, maintenance, and replacement. Except as may be covered under our general liability insurance policy, we are not responsible for loss, theft, and damage. To be covered, a current inventory list of your personally-owned work tools and equipment must be on file. No claim will be considered where a loss is the result of your negligence or when no inventory is on file.

INTEGRATION CLAUSE & RIGHT TO REVISE

This employee handbook contains the employment policies and practices in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Tulare Public Cemetery District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook or in any other document, including the policy of at-will employment. However, any such changes must be in writing and must be approved by the Board of Trustees of Tulare Public Cemetery District.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements, or representations can in any way change or alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and Tulare Public Cemetery District as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook, or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

SUMMARY COMMENT

This Employee Handbook may not include all the information needed by you. There are some matters which will be specifically addressed in postings, notices, verbal addresses, general and safety meetings and Employee Handbooks supplemental to this one. However, most rules you will be expected to apply to your daily work, beyond those that reflect honesty, common sense and normal procedure for the type of work done, will be provided to you as needed.

You are requested to read all posted notices and instructional material. Hopefully, by explaining these rules which Tulare Public Cemetery District expects you to follow, our relationship will be a good one. If at any time you need a clarification of any provisions within the Employee Handbook, please ask. We want your employment to be beneficial to both you and Tulare Public Cemetery District.

TULARE PUBLIC CEMETERY DISTRICT

PERSONNEL FORMS

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery District's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

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

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Tulare Public Cemetery District is employment at-will; employment may be terminated at the will of either Tulare Public Cemetery District or myself. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Tulare Public Cemetery District and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with Tulare Public Cemetery District.

Employee's Signature

Date

(Printed employee's name)

PERSONAL LEAVE OF ABSENCE

Employee Name: _____ EE# _____

Job Title: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a personal leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months. Any extension must be requested in writing and will be processed in the same manner as the original request. I also understand that extensions will be granted solely in Tulare Public Cemetery District's discretion.

I also understand that if I do not return to work at the end of this period or any extension granted, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery District.

I understand that this personal leave is a non-paid leave of absence and the approval of the leave is at the complete discretion of the management. I also understand that this leave of absence request must be made in writing and that any leave of absence granted must also be in writing.

I understand that the leave of absence may cause the dates for purposes of merit review, Paid Time Off and sick pay accrual, if I am eligible, to be adjusted.

I understand that my return to work from a leave of absence is contingent upon an available opening at that time and I will verify that my job is available with Tulare Public Cemetery District before reporting back to work.

If my leave is approved, I understand that my health insurance benefits, which are ordinarily provided for by Tulare Public Cemetery District, if I am an eligible employee, will be continued for the current month. I understand that an employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. I understand that COBRA or Cal/COBRA coverage may be available for all extended periods of unemployment.

I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Approved: _____ From: _____ To: _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ on _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____.
I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

I also understand that, if I do not return to work at the end of or before the completion of the period, I will be considered to have voluntarily resigned my job with Tulare Public Cemetery District. I understand that extensions may not be granted.

This application for leave must be accompanied by appropriate medical documentation which certifies that a leave is necessary.

If the leave is needed to care for a sick child, spouse or parent, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition;
- estimated amount of time the health care provider will provide care; and,
- confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for the employee's own serious health condition, I understand that I must provide a certification from the health care provider that states:

- date of commencement of the serious health condition;
- probable duration of the condition; and,
- a statement that the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of his/her position because of the employee's serious health condition.

Before I return to work, I agree to provide Tulare Public Cemetery District with appropriate medical documentation which states that I am medically qualified to return to work. I will keep Tulare Public Cemetery District informed of the date on which I expect to return to work, and understand that my return to work is contingent on an available opening.

If at the time my leave is approved, and I have group insurance benefits, they will be continued for the current month, and, for pregnancy disability leave, for the approved leave. I understand that an employee of Tulare Public Cemetery District covered by group insurance who is off work due to a leave of absence, sick leave, work incurred injury or other reason, must consult the group insurance plan description to determine the availability of coverage. I also may contact the carrier or administrator for more information. Insurance coverage will continue for up to twelve (12) weeks of Family Care Leave.

Date _____ Employee Signature _____

* * * * **FOR OFFICE USE ONLY** * * * *

Date Received: _____

Leave Rejected ☐ Leave Approved ☐ From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____

Tulare Public Cemetery District

EMPLOYEE NOTICE

“AT-WILL EMPLOYMENT”

California is a state that recognizes that employment is “at-will.” Tulare Public Cemetery District also acknowledges that employment is “at-will.” This means that each employee of Tulare Public Cemetery District is employed for an unspecified period of time and that they are free to terminate employment at any time, with or without reason or notice. This also means that the employer is free to terminate the employment of any employee, at any time, with or without reason or notice.

While we hope that our relationship is a mutually satisfying one, we can make no assurances, either expressed or implied, as to the duration of your employment with us or any reason for the termination of employment. An employment agreement for a specified period of time may only be entered into in writing, signed by the employee and an officer of Tulare Public Cemetery District.

Tulare Public Cemetery District

ACKNOWLEDGMENT OF RECEIPT

I have had an opportunity to review a copy of Tulare Public Cemetery District's employee handbook and I acknowledge that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I promise that I will comply with the Harassment Policy and report any violation of the policy.

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Employee's Signature

Date

(Printed employee's name)

Handbook Updated and Revised July 2021

PERSONAL LEAVE OF ABSENCE

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Job Title: _____ Last 4 digits SSN# xxx-xx - _____

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I also understand that I will not accrue Paid Time Off or sick pay while on a leave of absence.

Date: _____ Employee Signature _____

* * * * * **FOR OFFICE USE ONLY** * * * * *

Date Received: _____

Leave Approved: _____ From: _____ To: _____

Leave Rejected: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ on: _____

MEDICAL LEAVE REQUEST FORM

Employee Name: _____ Last 4 digits SSN# xxx-xx - _____

I hereby request a leave of absence for the period from _____ to _____. I understand that the maximum period of time which may be granted as a leave, other than for Military Leave, at any one (1) time is four (4) months.

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Date _____

Employee Signature _____

* * * * * **FOR OFFICE USE ONLY** * * * * *

Date Received: _____

Leave Rejected ☐ Leave Approved ☐ From: _____ To: _____

Employee must return to work by _____ or will be considered a voluntary resignation.

By: _____ Date: _____

Copy given to employee by: _____ Date: _____