



## **PERSONNEL POLICIES**

**PROGRAM YEAR  
2023 - 2024**

### **BOARD ADOPTED**

**Revised February 2007**

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## **1000 ACKNOWLEDGMENT OF RECEIPT**

I have received my copy of the 2023 Renu Hope Foundation Personnel Policies. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook. It supersedes all prior handbooks and inconsistent policies.

I understand that except for employment at-will status, any and all policies or practices can be changed at any time, Renu Hope Foundation reserves the right to change my hours, wages and working conditions at any time. I understand and agree, that other than the Chief Executive Officer with the approval of the Renu Hope Foundation Executive Board, no manager, supervisor, or representative of the Renu Hope Foundation has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Chief Executive Officer with the approval of the Executive Board has the authority to make any such agreements. Any such Agreement must be in writing and signed by both the Chief Executive Officer and Employee.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise of representation of continued employment and that employment at Renu Hope Foundation is employment at-will; employment may be terminated at the will of either Renu Hope Foundation or me. My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Renu Hope Foundation and me 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 Renu Hope Foundation ("Company").

I have received, read and reviewed the Personnel Policies and Procedures.

Employee's Signature: \_\_\_\_\_

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

## **1001 EMPLOYMENT POLICIES GENERALLY**

These employment policies are designed to comply with all applicable federal, state and local employment laws, regulations and ordinances. Accordingly, to the extent of any conflict between such applicable laws, regulations or ordinances the Company's employment policies should be interpreted and applied to be consistent with such laws, regulations and ordinances. If you believe that a Company employment policy is in conflict with one of these, please notify Human Resources so that appropriate remedial measures may be undertaken. When the Company becomes aware of an actual conflict between its policies and applicable law, regulations or ordinances it will take steps to revise the policy and provide employees with a written change to the policies within a reasonable period of time.

## **1002 INTEGRATION CLAUSE AND THE RIGHT TO REVISE**

This Personnel Policy contains the employment policies and practices of Renu Hope Foundation in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are superseded.

Renu Hope Foundation 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, except for the policy of at will employment. However, any such changes must be in writing and must be approved by the Executive Board. Any written changes

to these Personnel Policies will be distributed to all employees in either hard copy and/or electronic copy 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 these Personnel Policies. This Personnel Policy sets forth the entire agreement between you and Renu Hope Foundation as to the duration of employment and the circumstances under which employment may be terminated. Nothing in these Personnel Policies, 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.

### **1003 INTRODUCTORY STATEMENT**

Welcome! As an employee of Renu Hope Foundation you will find your employment to be both rewarding and challenging.

It is Renu Hope Foundation's mission to establish "A Center of Learning Excellence" hence the quality of our employees is the key to our success. The Personnel Policies set forth the terms and conditions of employment of all employees. Individual written employment contracts may supplement some of the provisions of this Personnel Policies. The Personnel Policies contains the policies and practices in effect at the time of publication. All previously issued Personnel Policies and any inconsistent policies or benefit statements, or memoranda are superseded.

### **1004 GRIEVANCE PROCEDURE**

Renu Hope Foundation has established a grievance procedure to deal promptly and equitably with employee grievances that are properly presented. No employee shall be subject to reprisal or disciplinary action for making a grievance in good faith.

Definition: A grievance is a written objection to a managerial act or omission that allegedly affects adversely or unfairly an employee's wages, hours, or other terms and conditions of employment, and for which Renu Hope Foundation has provided no other procedure for administrative relief.

Initiation and filing of grievances: Prior to the initiation of a written grievance, the matter shall be discussed informally with the employee's immediate supervisor. If not satisfied with the immediate supervisor's oral response the employee may file a written grievance with the Chief Executive Officer. A written grievance must be filed within ten (10) days of the alleged incident. A grievance shall include a description of the following:

1. The circumstances giving rise to the grievance;
2. The adverse effect on or unfairness to, the employee;
3. The relief sought;
4. The immediate supervisor's oral and written response, if any;
5. The date or time frame of the grieved occurrence; and
6. Any rule, policy or law allegedly violated.

A grievance may be amended in writing at any time without prejudice. It may be withdrawn at any time and may be refiled without prejudice providing that the time limit for filing the grievance has not been exceeded.

The employee shall have the right to consult with and be assisted by a representative during all steps of the grievance procedure.

The Chief Executive Officer and/or a representative from the Executive Board shall review the grievance and confer with the employee and others involved and respond in writing within ten (10) days of receipt of the grievance explaining their decision concerning the grievance.

## **1005 EQUAL EMPLOYMENT OPPORTUNITY**

Renu Hope Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The decision for the final employment offer is based on the applicant's education and experience. Renu Hope Foundation policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age (40 or over), national origin or ancestry, physical or mental disability (real or perceived), medical condition, reproductive health decisionmaking, sexual orientation, gender, gender expression, gender identity, military and veteran status, genetic information or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful.

Parents of enrolled children in the Program or past parents may be eligible for employment provided they meet professional and educational requirements.

Renu Hope Foundation is committed to complying with all applicable laws providing equal employment opportunities; the Civil Rights Act of 1886, Title VII, Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Rehabilitation Act of 1973, The Vietnam Era Veterans Readjustment Assistance Act of 1974, Civil Rights Act of 1991, The Pregnancy Discrimination Act, California's Fair Employment and Housing Act, American With Disabilities Act, California Family Rights Act and the Family and Medical Leave Act. This commitment applies to all persons involved in the operations of Renu Hope Foundation.

## **1006 ACCOMMODATIONS**

If you have a disability that limits your ability to perform essential job functions, the Foundation will make reasonable efforts to accommodate you. To assist in the consideration of reasonable accommodation measures, the employee is encouraged to submit any relevant information from his or her physician or other health care practitioner. Further, upon an employee's request for accommodations, a meeting will be scheduled with Human Resources to engage in the "interactive process" where potential accommodations will be discussed.

## **1007 FAIR PAY ACT POLICY**

The Company follows all applicable state and federal laws requiring equal pay for employees for substantially similar work. Substantially similar work is a composite of skill, effort and responsibility when performed under similar working conditions. Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity is prohibited. Pay differentials may be valid in certain situations as set forth in applicable law. California's Fair Pay Act and the Company prohibit discrimination and retaliation against any employee who invokes or assists in the enforcement of the Fair Pay Act. Employees will not be retaliated against for inquiring about or discussing wages.

If you believe you are not being paid the same wage as other employees engaged in substantially similar work of a different race, ethnicity or sex, please report your concerns to the Human Resources Department so that appropriate corrective action may be taken.

## **2000 COMMUNICATION POLICY**

Please be advised that Renu Hope Foundation values and affords opportunity for an open ongoing system of communication.

To ensure that each Staff member is oriented to the Communication Systems established within Renu Hope Foundation, the following guide line details Renu Hope Foundation's communication philosophy, systems, protocol and accountability measures.

## Communication Philosophy

The intent of the Communication Plan is to implement a deliberate, formal approach to ensure sound communication, both internally and externally.

1. **Key Function: Target Management Communication to Staff**  
**Objective:** Management will comprehend and fully support the premise that organizations must have varied methods of communications  
**Strategies:** Monthly Coordinator's, Center Director and Board Meetings will be held  
**Strategies:** Monthly Area Staff Meetings will be held
2. **Key Function: Staff Development and Training – Day to Day Communication**  
**Objective:** To provide training and development for all staff to promote a high degree of effective communication to benefit the organization  
**Strategies:** Phase I, Phase II, Phase III mandatory trainings; Title 22 Orientation for Center Directors, First Aid/CPR/Preventative Health offered to all staff; Tuition Assistance (contingent on in-kind donations) for Child Development and ROP classes; Annual Staff Conference (Spring and Fall)
3. **Key Function: Employee Relations**  
**Objective:** To attain feedback from all stakeholders on Policy changes by creating an Employee Policy committee to address and improve staff communication and morale  
**Strategies:** Website for emailing comments/suggestions; Center Director and Area Meetings; Staff Morale Committee meetings (Spring and Fall)
4. **Key Function: Disseminating Communication**  
**Objectives:** To avoid miscommunication through the deliberate delivery of employee information by a variety of methods.  
**Strategies:** Organization wide communication will be sent out in a variety of forms (email, memos, Newsletter, meetings, website posting).
5. **Key Function: Long-Term Planning**  
**Objectives:** Coordinators, CEO and Board of Directors will continue to develop the Communication Plan for downward communication that takes into account employees concerns.  
**Strategies:** Monthly Coordinator and Center Directors meetings; Annual Staff/Board Strategic Planning Retreat

Please be advised that vital tools for communication within the Foundation is telephone, Foundation issued or approved cellular phone/pager, electronic transmission (email), Renu Hope Foundation website, facsimile and mailer/flyers.

### Renu Hope telephones, cellular phones and facsimile

The following communication equipment is found at each Renu Hope Foundation center, namely: (a) telephone, (b) cellular phone, (c) facsimile, and (d) computer. These communication tools/devices are assigned to authorized personnel only. Only authorized personnel are permitted to use the communication devices. Use should be limited to Renu Hope business. To safeguard confidentiality of records and information these communication devices are housed in the 'central office'. The central office is accessible to 'authorized personnel.' Employees are permitted access when necessary, i.e. to clock in and out, take a designated phone call or while in a required meeting with authorized Renu Hope personnel or representative.

### Personal telephones, cellular phones, Blackberry/Palm

If an employee maintains a personal telephone, cellular phone, Blackberry/Palm, I-Pad, pager or similar device, it must be maintained in the employee's personal vehicle. Employees are not permitted to make and or receive personal calls during the work day (except for authorized rest breaks and meal periods). Only permitted/authorized staff who are required to be accessible via cellular phone may maintain either a Renu Hope Foundation issued communication device or personal/Renu Hope Foundation sponsored device (except for breaks and meal periods). In addition, all sites have been equipped with lockers for staff use of storing personal items where personal cell phones can also be stored.

Nothing in this Policy prevents an employee from accessing the employee's mobile device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. Under any of those circumstances, the employee should notify their supervisor of the reason for accessing their mobile device or other communication device.

Employees who receive and/or make personal calls during the work day will be given a written warning on the first violation; thereafter a Reflective Supervision meeting will be required for immediate plan of correction. In the event the matter is not corrected, recommendation for 'on call' status will be made by the Chief Executive Officer to the Executive Board.

### Non-Exempt Employee Use of Communication Devices

Non-exempt employees may perform necessary and authorized work duties on various communication devices (e.g., smartphones, tablets, laptops, PDAs). All such time spent will be considered as hours worked and will count toward overtime eligibility as set forth by applicable law. Accordingly, they are required to report all time spent working after hours. Therefore, to control costs and avoid unnecessary expenses, non-exempt employees shall not use communication devices for work-related purposes outside of their regularly scheduled hours unless they receive prior written authorization from management. In other words, non-exempt employees shall not review, read, send, or respond to work-related emails outside of their regularly scheduled hours without prior management authorization. Failure to follow this policy will result in disciplinary action.

### Computer use and data management

The agency's electronic communication systems, including its network access to the internet, are primarily for administrative purposes. Unauthorized personnel, i.e. teaching staff, parents, interns, volunteers, to name a few examples, are not permitted to use the computer or have access to computer data. Electronic mail transmission and other use of the electronic communications systems are not confidential and can be reviewed, copied and/or monitored at any time to ensure appropriate use. Employees should have no expectation of privacy with regard to Renu Hope electronic communication systems.

Employees who are authorized to use the systems are required to abide by the provisions of the agency's communications systems policy and administrative procedures, failure to do so can result in a suspension or termination of privileges and may lead to disciplinary action, including termination. Employees with questions about computer use and data management can contact the agency's Human Resources department. It may be necessary to assign or change 'passwords' and personal codes for the computers. These items are to be used for business only and they remain the property of Renu Hope Foundation. Renu Hope Foundation may keep a record of all passwords/codes and/or may be able to override any such password system. Prior authorization must be obtained before any Renu Hope Foundation property may be removed from the premises.

## 2001 NEW HIRES-INTRODUCTORY STATUS

The first three (3) months (ninety (90) days) of continuous employment at Renu Hope Foundation is considered an introductory period. During this time New Hires will receive a Three Phase Orientation. Phase I Orientation consists of an overview of the organization and Day-To-Day Policies and Procedures. New employees are required to attend the mandatory Phase I & II overview of Personnel Policies and Procedures, Employee Benefits, Workman's Compensation and a Formal Personnel Processing within thirty (30) days of hire. Phase II orientation will entail the initial "Reflective Supervision" between the New Hire and his/her immediate Supervisor and a Human Resources Representative. The Phase III Orientation will generally be conducted by the eighth (8<sup>th</sup>) week of employment. During this time, your supervisor will closely monitor your performance to ascertain skills and assignments.

Upon completion of the Introductory period the New Hire performance will be evaluated. If Renu Hope Foundation finds your performance satisfactory and meeting agency expectations, a formal recommendation will be made by the Chief Executive Officer to the Executive Board for a Status Change from "Introductory Initial Hire" to "*Employee New Hire*". It will advise you of any improvements expected from you. At this time, you may express suggestions to improve Renu Hope Foundation's efficiency and operations. Completion of the ninety (90) days does not automatically infer changing status from Introductory Initial Hire to Employee New Hire.

Completion of the Introductory Status does not entitle you to remain employed by Renu Hope Foundation for any definite period of time. Both you and Renu Hope Foundation are free, at any time, with or without notice and with or without cause, to end the employment relationship and your compensation. After completion of the Introductory Initial Hire Status and a *formal recommendation is made for Status Change to "Employee New Hire"* the benefits described in this handbook will be entitled to the Employee New Hire. In some instances, citations noted in an employee's Reflective Supervision or Discipline Documentation may constitute an extension of an employee's Introductory Status making the employee ineligible for benefits until the Introductory Status has been changed to "Employee New Hire" Status.

### New Hires-Employment Prerequisite

Pursuant to Department of Social Services, Community Care Licensing, Title 22 Regulations for Infant and Day Care Physical and Background Clearance requirements, all staff must obtain a record of a physician's clearance of health, which includes a Tuberculosis screening, prior to employment/assignment. Furthermore, **effective September 1, 2016** each staff employed in a licensed child care must meet the immunization requirements as specified within Senate Bill 792 (SB 792).

Pursuant to SB 792 Vaccinations required are:

**1. Annual flu vaccination with documentation showing vaccination dates between August 1 and December 1 of each year.**

Copy of immunization record for influenza dated between August 1 and December 1 of each year; or

A statement from a physician that there is a medical reason not to vaccinate the employee; or

A statement from the physician that the employee is already immune to influenza; or

A signed statement from the employee stating that they have declined to be vaccinated against the flu and giving specific reasons for the declination.

**2. Pertussis (Whooping Cough)- TDAP**

A copy of immunization record for pertussis or;

A statement from a physician that there is a medical reason not to vaccinate the employee; or

A statement from a physician that the employee is already immune to pertussis.

### 3. **Measles (for employees born after 1956) - MMR**

A copy of an immunization record for measles; or

A statement from a physician that there is a medical reason not to vaccinate the employee; or

A statement from a physician that the employee was born before 1957 and is considered immune to measles or mumps.

Please note that **only a licensed physician can exempt an employee from any vaccination requirements**. NO other exemptions will be allowed unless a statement from a physician is provided, and it meets the new law changes. If an employee or new hire does not have health coverage, the following listed below are options to get vaccinated and must be obtained prior to employment or returning back to work.

- Find a private provider offering vaccines to the public:  
[www.vaccine.gov/getting/where](http://www.vaccine.gov/getting/where)
- Contact the local health department:  
[www.cdph.ca.gov/programs/immunize/pages/californialocalhealthdeptmetns.aspx](http://www.cdph.ca.gov/programs/immunize/pages/californialocalhealthdeptmetns.aspx)

A Background Clearance is required **prior** to start of employment. Any new hire Staff must have a Background Clearance Identification (LiveScan) and approved background clearance association from the Department of Social Services, Community Care Licensing (CCL) prior to the start of employment. In the event a staff member requires approval for a Criminal Record Exemption Waiver Request at the onset of hire and/or after employment, the Board of Directors will be notified and the matter will be reviewed on a case by case basis, as required by applicable law, with a Community Care Licensing representative. The Board may exercise its right to terminate the employment offer upon occurrence.

## **2002 REHIRE EMPLOYEES**

Employees who are rehired may be classified as full-time or part-time. The appropriate designation will be documented on each "Employee Status". Rehire employees who were receiving health, dental, vision and life insurance benefits will be eligible to continue within the current health provider. The maximum time period of the rehire must be within a thirty (30) calendar day period.

## **2003 REGULAR EMPLOYEES**

Regular employees are those who are contracted to work on a regular schedule. Regular employees may be classified as full-time or part-time. The appropriate designation will be documented on each "Employee Status."

## **2004 FULL TIME EMPLOYEES**

Regular full-time employees are those who are normally scheduled to work and who do work a schedule of at least 30 hours per week. Following the completion of the Introductory Period regular full-time employees are eligible for most employee benefits described in this Handbook.

## **2005 PART TIME EMPLOYEES**

Part time employees are those who are normally scheduled to work and who do work less than 30 hours per week. Part time employees may be assigned a work schedule in advance or may work on an as-needed basis. Following the completion of the Introductory period, regular part time employees are eligible for employee benefits where explicitly indicated in this handbook.

## **2006 TEMPORARY EMPLOYEES**

Temporary employees are those employed for short-term assignments. Short-term assignments will generally be periods of three months or less, however, such assignments may be extended. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

## **2007 TYPES OF NON -EMPLOYEES**

- 1) Volunteers -Anyone not employed by Renu Hope Foundation who devotes their time toward the success of Renu Hope Foundation without obligations to do so and without favor or compensation. Volunteers are subject to appropriate sections of the personnel policies, but do not receive employee benefits.
- 2) Independent Contractors -An independent contractor is a person or persons who for the purposes of the contract, is not considered an employee of Renu Hope Foundation. None of the benefits of an employee shall accrue during the contracted work time. An independent contractor is under legal obligation to perform specific task, as provided by contract. Renu Hope Foundation will follow local, state and federal regulations when contracting with an independent contractor.

## **2008 INACTIVE STATUS**

Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds two months will be placed on inactive status. During the time the employee is on inactive status, no benefits. i.e. -holidays, sick leave days will be earned.

## **2009 TEMPORARY TRANSFERS**

Employees who request a transfer for medical and/or family medical leave reasons will be considered for a temporary transfer if a position exists at the time the transfer is requested, and the employee is qualified to perform the job. The employee will be paid in accordance with the responsibilities and duties of the temporary positions.

## **2010 JOB DUTIES**

Please refer to Appendix A: Job Descriptions for each job classification within the Renu Hope Foundation organizational structure. Each Job Description details the following: Essential Duties, Responsibilities, Minimum Qualifications: Education, Degree and/or Certification and Mandatory Trainings.

Each employee will be provided an Employment Status at the time of initial hire, specifically Employment Status – New Hire and a Change in Employment Status at the time of employment change – Change of Employment Status. The Employment Status affords each employee opportunity to review details of employment status as well as a signature to acknowledge review and acceptance of the Employment Status.

## **2011 WORK SCHEDULES**

Renu Hope Foundation is normally open for business between the hours of 7:00 AM. to 6:00 P.M., Monday through Friday. As the need arises, Centers may be opened 24 hours, 7 days per week. The Area Site Supervisor, with approval from the Chief Executive Officer, will assign the teaching staff work schedule. All Support Staff and Management

Staff hours are assigned by the Chief Executive Officer. All employees are expected to be at their assigned work location at the start of their scheduled shifts, ready to perform their work.

Each workday an employee is required to report to work and does report, but is not assigned to duty or is furnished less than half scheduled day's work, the employee shall be paid for half of the scheduled day's work but in no event for less than two (2) hours nor more than four (4) hours at the employee's regular rate of pay. If an employee is required to report to work for a second time in any one work day and is furnished less than two hours of work on the second reporting, the employee shall be paid for two (2) hours at the employee's regular rate. The foregoing paid provisions are not applicable when:

1. Operations cannot continue or commence due to threats to employees or property or when recommended by civil authorities;
2. Public utilities fail to supply electricity, water or gas or there is a failure in the public utilities, or sewer system; or
3. The interruption of work is caused by an act of God or other cause not within the employer's control.

Exchanging work schedules with other employees without the prior consent of either the Area Site Supervisor or the Chief Executive Officer is prohibited. However, if it is necessary to change your schedule, notify your supervisor, who may authorize an exchange, with written consent and written approval from Human Resources. Work schedule changes will not be approved for mere convenience or if the change will result in disruption of or interference with normal operations or will result in excessive overtime.

The workday (a consecutive 24-hour period) begins at 12:01 A.M. and ends at midnight. The workweek, for purposes of overtime calculation, begins on Sunday and ends on Saturday. Scheduled work week may be either a traditional work week of Monday through Friday or a non-traditional work week, such as, Tuesday to Saturday.

## **2012 HOLIDAYS**

All employees, except substitutes, temporary employees, contracted employees and employees who presently are in an Initial Hire Introductory Status will receive paid holidays. Paid holidays will be paid at the regular assigned hours and rates. Renu Hope Foundation observes the following holidays:

|                               |                                     |
|-------------------------------|-------------------------------------|
| New Year's Day                | January 1 <sup>st</sup>             |
| Martin Luther King's Birthday | 3 <sup>rd</sup> Monday in January   |
| President's Day               | 3 <sup>rd</sup> Monday in February  |
| Memorial Day                  | Last Monday in May                  |
| Independence Day              | July 4 <sup>th</sup>                |
| Labor Day                     | 1 <sup>st</sup> Monday in September |
| Thanksgiving Day              |                                     |
| Christmas Day                 | December 25 <sup>th</sup>           |

If January 1st or December 25<sup>th</sup> falls upon a Sunday, the Monday following shall be a holiday. If any paid holiday falls upon a Saturday, the Friday preceding shall be a holiday. Paid holidays will be paid at the regularly assigned rate and hours. Employees are eligible for a paid holiday if he/she works the day before and the day after the holiday. The employee must complete his/her scheduled work hours the day before and the day after the holiday in order to be compensated for the holiday. NOTE: If there is PRIOR DOCUMENTED APPROVAL by the CEO FOR A LEAVE OF ABSENCE (including use of paid sick leave) the day prior, the day after, or both due to extenuating circumstances, the employee will be granted holiday pay. In the event the employee only works a portion of the scheduled hours either the day before, the day after or both, the employee will not be eligible for holiday pay.

## **2013 MEAL AND REST PERIODS**

The Company provides rest and meal periods in accordance with California law. All non-exempt employees are permitted to take rest periods, which insofar as practicable are in the middle of each work period. The authorized rest period time shall be based on the total hours worked daily at the rate of ten (10) minutes net rest time per four (4) hours or major fraction thereof. Employees whose total daily work time is less than three and one-half (3-1/2) hours are not permitted breaks. For example, employees are entitled to ten minutes' rest for shifts from three and one-half to six hours in length, two ten-minute breaks for shifts of more than six hours up to ten hours, and three ten-minute breaks for shifts of more than ten hours up to 14 hours. Authorized rest period time shall be counted as hours worked.

All non-exempt employees that work for a period of more than five (5) hours are provided a duty-free meal period of not less than 30 minutes (except that when a work period of not more than six (6) hours will complete the day's work the meal period may be waived by mutual written consent of the Company and the employee). The meal period must begin no later than five (5) hours into the employee's shift. If an employee works ten or more hours in a day, a second meal period is provided and must begin no later than the end of the tenth hour worked. (This second meal period may be waived by mutual written consent of the Company and the employee so long as the total hours worked do not exceed twelve hours in the workday and the employee has not waived the first meal period.)

Employees are relieved of all work duties during their meal and rest periods and may leave the premises. In the event you did not receive an uninterrupted meal or rest period you must advise your supervisor and indicate on your time card and secure the signature of your immediate supervisor prior to the end of the work day. If any supervisor or manager impedes or discourages you from taking a meal or rest period, you must notify Human Resources immediately so appropriate corrective action may be taken. If it is determined, following an investigation, that the employee was not provided a meal or rest period, they will be paid one (1) hour of premium pay, for any rest period or any meal period that was not provided (up to one (1) rest period and one (1) meal period per day). The premium pay will be paid at the employee's regular rate.

Please be reminded that employees who violate the rest/meal period policies and procedures will be subject to disciplinary action.

## **2014 TIMEKEEPING REQUIREMENTS**

All non-exempt employees are required to record time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period including before and after the meal periods. Employees also must record their time whenever they leave the building for any reason other than the Employer's business. Each employee is responsible for recoding his/her own time and attendance. Allowing another employee to record one's time is not permitted in any circumstance. All time worked must be recorded and will be paid.

### **WORKING "OFF THE CLOCK" IS STRICTLY PROHIBITED.**

Salaried and contractual employees may be required to record their time on either a Time Study record or other document.

Any errors on your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

## **2015 PAYMENT OF WAGES**

All hourly positions are compensated at a minimum of the hourly rate of the prevailing minimum wage currently \$15.50 per hour.

Payroll is biweekly, on every other Friday. Employees will be given a schedule of paydays when they begin to work for Renu Hope Foundation. If a regular pay-day falls on a holiday, employees will be paid on the preceding workday.

## **2016 PAY FOR MANDATORY MEETINGS/TRAININGS**

Renu Hope Foundation will pay non-exempt employees for their attendance at approved meetings, lectures and training programs under the following conditions:

- \* Attendance is mandatory; or
- \* The meeting, course or lecture is directly related to the employee's job.
- \* An employee who is required to attend such meetings will be notified of the necessity for such attendance by his/her supervisor. Employees who attend such meetings will be compensated at their regular rate of pay. Any hours in excess of eight in a day or forty in a week will be paid at the appropriate overtime rate.

## **2017 OVERTIME**

As necessary, employees may be required to work overtime. For purposes of determining which hours constitute overtime, only actual hours worked in a given work day of work or week will be counted. Renu Hope Foundation will attempt to distribute overtime evenly and accommodate individual schedules. The Chief Executive Officer or designee must previously authorize overtime assignment. Renu Hope Foundation provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

All hours worked in excess of eight (8) hours in one workday and forty (40) hours in one workweek will be treated as overtime. A work day begins at 12:01 A.M., and ends 24 hours later. A work week begins each Sunday at 12:01 A.M. Compensation for hours in excess of forty (40) for the work week and in excess of eight (8) and not more than twelve (12) for the workday, and the first eight (8) hours on the seventh (7<sup>th</sup>) consecutive day of work in the work week shall be paid at the rate one and one-half times the employee's regular rate of pay. Compensation for hours worked in excess of twelve (12) in one workday or after eight (8) hours on the seventh (7<sup>th</sup>) consecutive day of work in the work week shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedule, as work demands require. No overtime compensation will be paid to exempt employees.

## **2018 ADVANCES**

Renu Hope Foundation does not permit advances against paychecks in accordance to Title 5, Funding Terms and Conditions.

## **2019 PERSONNEL RECORDS**

Employees have a right to inspect certain documents in his/her personnel file, as provided by law, in the presence of a Renu Hope Foundation representative at a mutually convenient time. You may add your version of any disputed item of the file. Renu Hope Foundation will attempt to restrict disclosure of your personnel file to authorized

individuals within the Foundation. Any request for information from the personnel files must be directed to the Chief Executive Officer. Only the Chief Executive Officer or a designee is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Renu Hope Foundation will cooperate with requests from authorized law enforcement, or local, state or federal agencies conducting official investigations and as otherwise legally required.

## **2020 EMPLOYEE REFERENCES**

All requests for references must be initially directed to the Chief Executive Officer. No other manager, supervisor or employee is authorized to release references for current or former employees, without prior written consent from the Chief Executive Officer. Renu Hope Foundation policy as to references for employees who have left the Foundation is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, Renu Hope Foundation will also provide a prospective employer with the information on the amount of salary or wage you last earned.

## **2021 PERFORMANCE EVALUATIONS**

Employees will receive scheduled performance reviews. New Hires will receive a “Reflective Supervision: Professional Growth Plan” that affords the employee opportunity to record his/her professional education, degree(s), certification and/or training; short term (3 months’ timeline) and long term (one year timeline) education and/or training goal and strategies. The Professional Growth Plan will be reviewed by the assigned Supervisor whereby a joint Plan of Completion (PAC) will be developed between the employee, the assigned Supervisor and final approval by the Chief Executive Officer. The Professional Growth Plan will be updated annually to ensure goal(s) are attained and revisions completed as appropriate.

Contingent upon funding availability, approval from California Department of Education (CDE), Early Education and Support Division (EESD) and Funders of Renu Hope Foundation, Renu Hope Foundation Board will approve Management articulation with Local Community Colleges and institutions of Higher Education Sponsorship or Contracted Education to provide accredited college course work or certificated continuing education coursework for Renu Hope Foundation Staff which includes financial support to address either one or more of the following: tuition, associated costs of registration, required materials such as textbooks, and child care arrangements.

Staff approved for accredited continuing education will be required to complete a Financial Assistance Request acknowledging and agreement that in event of non-completion of course work and/or grade earning of less than a “C”, the financial assistance provided will be remitted to the Funding Source through payroll deduction via immediate and automatic payroll deduction.

## **2022 OPEN DOOR POLICY**

Suggestions for improving Renu Hope Foundation are always welcome. At some time, employees may have a suggestion or question about his/her job, working conditions, or duties as assigned. Your good-faith questions and suggestions also are of concern to Renu Hope Foundation. The Organization requests that you first take your concerns to your supervisor, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of your immediate supervisor who will then investigate and provide a solution or explanation.

2. If the problem persists, you may put it in writing and present it to the Area Coordinator. If this step does not resolve the matter, you may submit a written notice to the Chief Executive Officer who will investigate and provide a solution or explanation. It is recommended that you bring the matter to the Chief Executive Officer as soon as possible after you believe that your immediate supervisor has been unable to attain an amenable solution to the matter.
3. If the problem is not resolved, you may present the problem in writing to the Executive Board who will attempt to reach a final resolution.

This procedure, which we believe is important for both you and Renu Hope Foundation, cannot result in every problem being resolved to your satisfaction. However, Renu Hope Foundation values your input and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

## **2023 EMPLOYMENT OF RELATIVES**

Renu Hope Foundation may not hire relatives where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. "Relatives" are defined to include spouses, registered domestic partners, children, siblings, parents, in-laws and step-relatives.

If two employees marry or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with Renu Hope Foundation unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with Renu Hope Foundation. If this decision is not made in the time allowed, the Chief Executive Officer will make the decision, taking the employment history and job performance of both employees into account.

## **2024 CONFLICTS OF INTEREST**

Situations of actual or potential conflict of interest are to be avoided by all employees. Personal involvement with a contributor, supplier or subordinate employee (i.e., Supervisor-Employee Role) of Renu Hope Foundation, that may be perceived to create an actual or potential conflict of interest, must be disclosed to the Executive Board.

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 his/her 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, Renu Hope Foundation may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose all relevant facts may result in disciplinary action.

## **2025 REDUCTIONS IN FORCE**

Under some circumstances, Renu Hope Foundation may need to restructure or reduce its workforce. If it becomes necessary to restructure our operations or reduce the number of employees, Renu Hope Foundation will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short term or indefinite.

In determining which employees will be subject to layoff, Renu Hope Foundation will take into account, among other things, education and job requirements, the skill, productivity, the needs of the Foundation, ability and past performance of those involved and also, where feasible, the employee's length of service.

## **2026 INVOLUNTARY TERMINATION AND PROGRESSIVE DISCIPLINE**

Violation of Renu Hope Foundation policies and rules may warrant disciplinary action. Renu Hope Foundation has established an informal guideline of progressive discipline that includes verbal warnings, written warnings and suspension. The guideline is formalized through “Reflective Supervision.” Renu Hope Foundation may, in its sole discretion utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. Renu Hope Foundation guideline of progressive discipline in no way limits or alters the at-will employment relationship.

## **2027 VOLUNTARY TERMINATION**

An employee, who voluntarily resigns his/her employment either in writing or verbally or fails to report to work for 2 scheduled workdays without notice to his/her supervisor or to Renu Hope Foundation Human Resources via email at [hr\\_payroll@renuhope.org](mailto:hr_payroll@renuhope.org) , will voluntarily terminate employment with Renu Hope Foundation.

## **2028 CHILDREN FIRST POLICY ADMINISTRATIVE STAFFING PLAN ASSURANCE OF MEETING TITLE 5 STAFFING**

### Policy Notification

Renu Hope Foundation is a Contractor for the California Department of Education (CDE), serving as a licensed subsidized child care and development center. Pursuant to Title 5 Staffing requirements, each classroom must be staffed according to Title 5 Teacher to Child Ratio and Staff to Child Ratio.

### Policy Exception

The Funding Terms and Conditions, Title 5 Staffing permits Title 22 Staffing Pattern in situations of emergency, such as a credential/qualified Title 5 Teacher must leave the classroom due to unexpected emergency or he/she has not reported to duty due to unforeseen circumstance. The exception to the rule permits the center to adhere to Title 22 staffing pattern and teacher qualifications for a maximum of 15% of the daily schedule, in situations of unforeseen circumstances.

### Renu Hope Foundation Administrative Plan

Renu Hope Foundation will staff each of its classrooms with a “Teacher” who meets California Department of Education, Early Education Support Division Funding Terms and Conditions Title 5 qualification. The “Teacher” designated for each classroom must possess a valid permit; specifically, the “Associate, Teacher, Master Teacher, Site Supervisor, Program Director Permit or a credential authorizing instruction of children - preschool” issued by the Commission on Teacher Credentialing.

*If unforeseen circumstance arises the above staff members may be required to remain in the classroom for the entire day. In addition, teaching assistant duties may be assigned for scheduled days due to staffing absences that are unforeseen.*

*If a child under the care of a teaching staff member is found unsupervised (i.e., not in the classroom, left unattended either in the classroom, outdoors or in area s/he should not be) an UNUSUAL INCIDENT REPORT will be filed with Community Care Licensing and CEO. The responsible parties must meet with a Board representative to determine if continued employment is feasible and in best interest of the safety and welfare of children and others.*

## 2029 SPECIAL OCCASIONS POLICY

**PHILOSOPHY:** To ensure sensitivity of family, staff traditions and self-concept of all children, families and staff while balancing best practices for young children the following “Special Occasions” Policy is developed to serve as guidance for parents and staff during special occasions typically referred to as “birthdays, holidays, customs or special traditions”.

**STRATEGY:** Parents, staff and other participants of the program (i.e. volunteers, student interns) will be informed of the agency’s philosophy and policies regarding best practices for young children during special occasions. At the time of orientation this policy will be reviewed and discussed. Parents will be reminded of this policy during the Parent Orientation and the policy will be stated within the Parent Handbook.

At the time of enrollment, a “Family Cultural and Traditional Value Questionnaire” will be requested for completion of each family to ensure for sensitivity, understanding and appreciation of diversity of the family’s value(s). The respective information will be part of the child’s portfolio for further discussion during the first parent teacher conference. Staff will also complete the same Questionnaire so that the same principle will apply for employees.

### Early Childhood Curriculum Practices Anti-bias curriculum approach

Every day will be valued equally. There will not be one day that will be considered ‘special’, ‘different’ or ‘atypical’ from any other class/school attendance day.

Days typically referred to as a ‘holiday, special occasion or custom’ are recognized as any typical class day. For examples, days typically referred to as “New Year’s, Dr. Martin Luther King’s Day, President’s Day, George Washington’s Birthday, President Lincoln’s Birthday, Valentine’s Day, Sweetest Day, St. Patrick’s Day, Easter, Good Friday, May Pole Day, Mother’s Day, Father’s Day, Independence Day, Memorial Day, Veteran’s Day, Christopher Columbus Day, Thanksgiving, Christmas, Hanukah, Chinese New Year” and any other days observed as special occasions.

### Personal Rights

Days typically referred to as “birthdays” are not celebrated. There will be no special activities/curriculum events planned for these days. For some children, families and staff ‘birthdays’ are not recognized nor are recognition of such days celebrated in the same fashion, i.e. traditional birthday cake, gift/present exchange.

### Developmentally Appropriate Practices

Preschool children’s concept of time and distance is still within the “pre-operational stage” (Jean Piaget) hence to discuss the traditions, customs of a group of people 100 years or 25 years ago does not provide meaningful and tangible (concrete) learning experiences for young children. Furthermore, to assume that a group of person(s) dress, eat, or have the same values would be promoting inaccurate and possible negative stereotypes as well as foster the ‘tourist curriculum approach’. The goal is to teach children to respect individuality as well as cultural differences.

### Preventative Health Policies and Procedures

Each Renu Hope Foundation is a licensed child care center governed by Community Care Licensing, Title 22 regulations for health, safety and food services. In addition, Renu Hope Foundation is a Subcontractor for the State Department of Education, Child Development Division, Title 5 operating State Preschool, General Center Based Child Care, State Preschool, Part and Full Day Program and General Center Based Migrant Child Care Programs. Meal services are largely funded by the Child, Adult Care Food Program (CACFP). Most importantly, a fundamental requirement of Renu Hope Foundation is to ensure the health and safety of children, families and staff.

Please be advised the following policies and procedures will be in effect for each enrolled child, parent of an enrolled child, staff member and other Renu Hope participants (i.e. student interns and volunteers).

- (1) All food items served to children, families and staff must meet the following criteria:
  - a. Food item must be store commercially packaged and store purchased;
  - b. Food item that is prepared and cooked must be prepared by an individual who has received the Food Handler's Permit and Serv Safe certification; and
  - c. Food item that is prepared and cooked must be cooked and/or stored in a commercially approved kitchen.

Homemade food items/products are not permitted to be distributed and/or consumed by enrolled children, parent, or staff.

PLEASE REFRAIN FROM BRINGING SPECIAL FOOD ITEMS TO THE CENTER AS IT MAY VIOLATE THE SPECIAL OCCASION POLICIES AND FOOD GUIDELINES.

This policy does not apply to staff that bring his/her food item from home for personal consumption. Personal food consumption foods must be stored in personal vehicle or space.

## **2030 PHILOSOPHY, POLICIES AND PROCEDURES REGARDING DUAL TRI-LANGUAGE**

The Foundation's philosophy is that the home language of children and their families is respected and recognized. In order to ensure that children are afforded daily opportunities within the Center for exposure and experience with the primary/dominant language (i.e., English), the English language is generally spoken by agency staff. The learning environment is labeled in English and learning center activities are planned to promote various levels of emergent literacy, phonemic awareness, understanding of syntax and semantics.

To foster the richness of diversity and promote a culturally sensitive and relevant environment at the Centers, the Foundation believes its staff should be integrated with individuals who are representative of the ethnicity and culture, and who speak the same language of the families served. Thus, when reasonably feasible, the Foundation's staffing plans will include at least one team member who is bi-lingual, bi-literate and bi-cultural of the respective language, ethnicity and/or culture.

The role of bi-lingual/bi-literate staff is to serve as translators for peers, families and children who do not speak English. Necessarily, bi-lingual staff will speak to either the child and/or family member in their home language when required. The translator **MUST** ensure to translate in English to the co-worker or parent present during the translation.

In relation to other staff members, it is **IMPERATIVE** that ENGLISH is spoken to staff, children, and their families. The Foundation believes this English only policy is necessary for four main reasons. First, it will ensure the Foundation can efficiently operate to fulfill its goals to prepare children for higher education and to provide enriching learning opportunities by improving communication between staff members and children. Notably, part of improving the Foundation's efficiency includes enabling English-speaking supervisors to monitor employee communications to ensure diligent work and appropriate behavior.

Second, this policy will improve employee relations by ensuring that the Foundation's learning environment is inclusive and comfortable for all.

Specifically, non-foreign language speaking individuals will not feel left out of conversations and will not feel like they are being talked about in a language they do not understand.

Third, this policy helps promote safety in Renu Hope's business operations in that it will assist in preventing workplace violence, harassment and potentially hostile work environments.

Finally, the policy will bolster the Foundation's learning environment by giving non-English speaking individuals the opportunity to hear and model the English language.

Please ensure that you *are not violating the personal rights of children* by refraining from speaking a language that others present do not understand (e.g., Spanish) when engaged in conversation in their presence. Please be advised that this policy does not apply to casual conversations between staff members not performing a job duty and out of the presence of children. Additionally, it does not apply to staff during non-working time (for example, meal and rest periods, or after hours). In the event that you do not willingly refrain from speaking a language not understood (e.g. Spanish, Arabic, etc.) in the presence of another peer or parent when English can and should be spoken, it will be considered a violation of Foundation policies and procedures, and may result in disciplinary action of a written reprimand for a first offense.

Please remember that the intent of this policy is to balance the implementation of our philosophy of dual language and acknowledgment of children and families home language while ensuring that all rights are respected and not violated.

If you require further clarification on this policy, please email [shope@renuhope.org](mailto:shope@renuhope.org) or [hr\\_staff@rehunope.org](mailto:hr_staff@rehunope.org).

### **3000 PROHIBITED CONDUCT**

The following conduct is prohibited and will not be tolerated by Renu Hope Foundation. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee or child welfare, confidentiality and Renu Hope Foundation's operations also may be prohibited. Appropriate action (i.e., reprimand, suspension without pay, or termination) will be taken.

1. Falsification of employment records, employment information or other Renu Hope Foundation records.
2. Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time and attendance report, either your own or another employee's.
3. Not completing required reports such as Monthly Attendance reports, Daily Incident Reports, Unusual Incident Report, Staff Incident Report, or CPS report within the required timelines.
4. Theft, deliberate or careless damage or destruction of any Renu Hope Foundation property or the property of any employee or student.
5. Removing or borrowing Renu Hope Foundation property without prior authorization.
6. Unauthorized use of Renu Hope Foundation equipment time, materials or facilities.
7. Provoking a fight or fighting during working hours or on Renu Hope Foundation property.
8. Participating in horseplay or practical jokes on Renu Hope Foundation time or on Renu Hope Foundation property.
9. Carrying firearms or any other dangerous weapons on Renu Hope Foundation premises at any time.
10. Engaging in criminal conduct whether or not related to job performance.
11. Causing, creating or participating in a disruption of any kind during work hours on Renu Hope Foundation property.
12. Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
13. Using abusive language at any time on Renu Hope Foundation premises.
14. Failure to notify a supervisor when unable to report for work.
15. Unreported absence.
16. Failure to obtain permission to leave work for any reason during normal working hours (excluding rest and meal periods).
17. Failure to observe working schedules.
18. Failure to provide a physician's certificate when requested or required to do so.

19. Sleeping or malingering on the job.
20. Making or accepting personal telephone calls during working hours, except in cases of emergency or extreme circumstances.
21. Working overtime without authorization or refusing to work assigned overtime.
22. Wearing extreme, unprofessional or inappropriate styles of dress or hair while working. There will be no discrimination based on protective hairstyles
23. Violation of any safety, health, security or Renu Hope Foundation policies, rules or procedures.
24. Committing a fraudulent act or a breach of trust under any circumstances.
25. Unlawful harassment or discrimination.
26. Discourteous treatment of other employees, students, parents or other individuals.

Consistent with the Company's at will employment status, the Company reserves its right to use discretion in deciding when and how discipline is imposed. No formal system, procedure or proof of cause is required. Further, exempt employees shall not be subject to any disciplinary action that would invalidate their exempt status. Nothing contained in this policy manual shall be interpreted to prohibit employees from engaging in concerted activities.

### **3001 OFF-DUTY CONDUCT**

While Renu Hope Foundation does not seek to interfere with off duty and personal conduct of its employees, certain types of off-duty conduct may interfere with Renu Hope Foundation legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect Renu Hope Foundation or their own integrity, reputation or credibility. Illegal off-duty conduct on the part of an employee that adversely affects Renu Hope Foundation legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

#### Employee Arrest And Convictions

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the Chief Executive Officer within one day of the arrest, if feasible or within the same day of release of custody. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the Chief Executive Officer within one day of the event.

#### Outside Employment

The following types of outside employment are strictly prohibited:

1. Employment that conflicts with an employee's work schedule, duties and responsibilities;
2. Employment that creates a conflict of interest or is incompatible with the employee's employment with Renu Hope Foundation.
3. Employment that requires the employee to conduct work or related activities on Renu Hope Foundation property during the employer's working hours or using the employer's facilities and/or equipment.
4. Employment that directly or indirectly competes with the business or the interests of Renu Hope Foundation.

Employees who wish to engage in outside employment that may create a real or apparent conflict of interest must submit a written request to Renu Hope Foundation Board explaining the details of the outside employment. If the outside employment is authorized, Renu Hope Foundation assumes no responsibility for outside employment. Renu Hope Foundation shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

### 3002 DRUG FREE ZONE

Please be reminded that Renu Hope Foundation is a Contractor for the State Department of Education, Child Development Division and is a recipient of funds from entities that requires adherence to Drug Free Work Place. As outlined within the stipulations of the Contracts Renu Hope Foundation has a contractual obligation to ensure that all of its facilities and premises are ‘Drug Free’.

To ensure that Renu Hope Foundation facilities (interior and exterior), adjacent areas such as sidewalks, parking area and outdoor areas (playground, garage/storage units) are “Drug Free Zones”. The following activities are not permitted in designated “Drug Free” areas:

- (a) Having possession of any items/material that is considered ” drug paraphernalia” by law enforcement;
- (b) Having possession of any item/material/substance that is considered legal (excluding the Employee’s prescription medication) and/or illegal drug by the American Medical Association;
- (c) Sucking, chewing, swallowing, eating, inhaling, sniffing, snorting, smoking and any other means of contact with items/materials that is considered an illegal drug (including, but not limited to Marijuana in all forms, which remains illegal under Federal Law) is not permitted at any time; and
- (d) Smoking is **not permitted on any Renu Hope Foundation’s property** - Please adhere to posted signs. When a staff member returns from his/her break and/or meal/rest period and elects to smoke at a non Renu Hope Foundation property/location s/he MUST ensure that cigarette odors are not detected and/or existent. In the event cigarette odors are detected, for the safety of children and others, the individual may be requested to leave the premises. If the individual is a paid non-exempt staff member, this mandatory time off order will be non-paid.

Please note Renu Hope Foundation facilities have designated the following areas as “Drug Free Zones”:

- (a) Privately owned or leased sidewalks. In the event that the sidewalk is publicly owned, 50 feet from the building is considered a “Drug Free Zone”;
- (b) Courtyards and parking facilities designated for Renu Hope Foundation staff, children, visitors – these may be owned/leased or permitted use property;
- (c) All interior spaces owned, leased or permitted use Renu Hope Foundation facilities, such entry ways, exits, doorways, hallways, closets, offices, bathrooms, kitchens, storage rooms, sheds, garage, pantries, and classrooms;
- (d) All exterior spaces owned, leased or permitted use for Renu Hope Foundation facilities, such as sidewalks, ramps, walkways, steps/landings, outdoor place space and parking lots; and
- (e) Foundation owned, leased or rental vehicles.

In the event that a staff or parent violates the above policies and procedures regarding assurances of maintaining “Drug Free Zones” at any of the Renu Hope Foundation facilities, it will result in written documentation of the violation and immediate termination. In the case of parent of enrolled child, a formal Notice of Action will be provided indicating violation and notification of termination of child care within the appropriate timelines. In the case of staff, termination will be effective on the date of violation.

Your immediate attention and adherence to the “Drug Free Zone” policies and procedures are greatly appreciated. Most significantly, children, staff and other adults within our care are afforded a healthy and optimum environment.

### **3003 DRUG AND ALCOHOL ABUSE**

Renu Hope Foundation is concerned about the use of alcohol, illegal drugs (including, but not limited to Marijuana in all forms, which remains illegal under Federal Law) or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to Renu Hope Foundation. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and students and exposes Renu Hope Foundation to the risks of property loss or damage or injury to other persons.

Furthermore, the use of some prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and seriously impair the employee's value to Renu Hope Foundation. Employees required to take such prescription medication must provide a physician's statement/order confirming the Employee's ability to safely and efficiently perform the essential functions of the Employee's position. A formal evaluation of physician's order and nature of work assignment will be conducted in order to determine most appropriate accommodations for employer and employee. Employee must notify Personnel and Management prior to taking any such prescription drugs while on duty. (The Employee is not required to disclose the condition for which the drug is taken.) Medical records will be housed within the personnel files in accordance with Health Information Patient Privacy Act (HIPPA) and Americans with Disabilities Act (“ADA”).

The following rules and Standards of conduct apply to all employees either on Renu Hope Foundation property or during the work day (including meals and rest periods).

Renu Hope Foundation strictly prohibits the following:

- 1) Possession or use of alcohol, or being under the influence of alcohol while on the job or on Foundation property.
- 2) Distribution, sale or purchase of an illegal or controlled substance while on the job or on Foundation property.
- 3) Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job or on Foundation property.

Violation of the above rules and standards of conduct will not be tolerated. Renu Hope Foundation also may bring the matter to the attention of the appropriate law enforcement authorities.

“Under the influence” is defined as testing positive for drugs or controlled substances or having a .08 or greater alcohol concentration level. “Under the influence” also may be determined by a law enforcement official or medical professional even in the absence of a urine or blood test for drugs or alcohol.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Renu Hope Foundation property will not be tolerated because such conduct, even though off duty, reflects adversely on Renu Hope Foundation. In addition, Renu Hope Foundation must keep people who sell or possess controlled substances off Renu Hope Foundation premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely or efficiently perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. A copy of the Physician's order must be housed in the employee's medical personnel file.

In keeping with a “Drug Free Work Environment” all employees are subject to testing based on “reasonable suspicion” of being under the influence of drugs or alcohol. Reasonable suspicion shall be determined by the Site Supervisor, Area Coordinator or Chief Executive Officer. Renu Hope Foundation will incur the cost of screenings.

When a supervisor or manager has a reasonable basis to suspect that an employee is using or is under the influence of drugs or alcohol in violation of this policy, they should contact the site supervisor, area coordinator or Chief Executive Officer. The employee suspected of the policy violation then may be required to submit to a blood, urine or other test or examination designed to detect use of drugs or alcohol. If the employee refuses to consent and submit to, or otherwise fails to cooperate in the testing/examination process where drug or alcohol use is reasonably suspected, the employee will subject to discipline, up to and including, dismissal.

Effective January 1, 2024, pre-employment and post-employment drug screening will generally be conducted through methods that do not screen for non-psychoactive cannabis metabolites. Nothing in this section permits an employee to possess, to be impaired by or to use, cannabis on the job, or affects the rights of Renu Hope Foundation to maintain a drug-free and alcohol-free workplace. Further, this section does not preempt state or federal laws requiring applicants or employees to be tested for controlled substances, including laws and regulations requiring applicants or employees to be tested, or the manner in which they are tested, as a condition of employment, receiving federal funding or federal licensing related benefits or entering into a federal contract.

Renu Hope Foundation will encourage and reasonably accommodate employees with chemical dependencies (alcohol and drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave, prior to having been found in violation of policy.

Renu Hope Foundation is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is Renu Hope Foundation 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. 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 Renu Hope Foundation 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.

### **3004 POLICY AGAINST EMPLOYEE HARASSMENT**

#### **Policy Against Employee Harassment and Discrimination**

1. **Policy Statement** -- The Company strictly prohibits unlawful harassment and discrimination. This includes harassment and discrimination on the basis of sex, gender, sexual orientation, gender identity, gender expression, genetic information, race, color, ancestry, national origin, religious creed, physical disability, mental disability, medical condition, reproductive health decisionmaking, age (40 or over), marital status, military and veteran status, or any other protected class under applicable law.
2. **Application**
  - A. This policy applies to all phases of the employment relationship, including, but not limited to, recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.
  - B. This policy applies to all officers and employees of the Company, including, but not limited to, full- and part-time employees, per diem employees, temporary employees, and persons working under contract for the Company.

### 3. Harassment Defined

- A. Harassment may consist of offensive verbal, physical, or visual conduct when such conduct is based on or related to an individual's sex and/or membership in one of the above-described protected classifications, and:
  - (1) Submission to the offensive conduct is an explicit or implicit term or condition of employment;
  - (2) Submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or
  - (3) The offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.
- B. Examples of what may constitute prohibited harassment include, but are not limited to, the following:
  - (1) Kidding or joking about sex or membership in one of the protected classifications;
  - (2) Hugs, pats, and similar physical contact;
  - (3) Assault, impeding or blocking movement, or any physical interference with normal work or movement;
  - (4) Cartoons, posters, e-mails, texts and other materials referring to sex or membership in one of the protected classifications;
  - (5) Threats intended to induce sexual favors;
  - (6) Continued suggestions or invitations to social events outside the workplace after being told such suggestions are unwelcome;
  - (7) Degrading words or offensive terms of a sexual nature or based on the individual's membership in one of the protected classifications;
  - (8) Prolonged staring or leering at a person;
  - (9) Similar conduct directed at an individual on the basis of race, color, ancestry, national origin, religious creed, physical disability, mental disability, medical condition, age (over 40), marital status, military or veteran status, sexual orientation, gender identity, gender expression, genetic information, or any other protected classification under applicable law.

### 4. Procedure

#### A. Internal Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment or discrimination by coworkers, supervisors, managers, clients or customers, visitors, vendors, or others (including third parties) should immediately notify his or her supervisor or, in the alternative, the Chief Executive Officer, depending on which individual the employee feels most comfortable in contacting. If the complaint is against the Chief Executive Officer, the employee should contact the Board President. If you have been sexually harassed by an employee, you may approach the Area Supervisor or Chief Executive Officer/Staff Developer by phone (951) 845-3816 or via email [hr@renuhope.org](mailto:hr@renuhope.org).
- (2) Complaint Procedures (Reporting a Board member). If you believe you have been sexually harassed or discriminated against by a Board member you may submit your written allegation to the Chief Executive

Officer via email [shope@renuhope.org](mailto:shope@renuhope.org) or call (951) 845–3816. The allegation will be investigated by a representative of Renu Hope Foundation (third party investigator), and investigation outcome/report submitted to Renu Hope Foundation’s legal counsel.

- (3) Child/Parent/Volunteer Compliant Procedures. If you or your child has been sexually harassed or discriminated against, submit your written complaint to Quality Assurance Administration via “Community Incident Report” or email [qa@renuhope.org](mailto:qa@renuhope.org) and/or call (951) 845–3816.(2).
- (4) Additionally, supervisors who observe or otherwise become aware of harassment that violates this policy have a duty to report it to the Chief Executive Officer, so the Company can try to resolve the claim internally.

B. External Reporting Procedure

- (1) Any employee who believes that he or she has been the victim of sexual or other prohibited harassment by co-workers, supervisors, clients or customers, visitors, vendors, or others may file a complaint with the California Civil Rights Department ("the CRD"). The phone number for the CRD is located in the phone book under government agencies.

5. Investigation

- A. Upon the filing of a complaint with the Company, the complainant will be provided with a copy of this policy. The complainant shall be notified in a timely manner that their complaint has been received and will be investigated. The Chief Executive Officer is the person designated by the Company to investigate complaints of harassment and/or discrimination. The Chief Executive Officer may, however, delegate the investigation to qualified, impartial personnel at his/her discretion. In the event the harassment or discrimination complaint is against the Chief Executive Officer, a different investigator shall be appointed by the President or the Board of Directors and the Board President will assume the CEO’s role for the remainder of the policy. A fair, timely and thorough investigation will be conducted. All parties to the investigation will receive appropriate due process.
- B. Charges filed with the CRD are investigated by the CRD.

6. Internal Documentation Procedure

- A. When an allegation of harassment is made by an employee, the person to whom the complaint is made shall immediately prepare a report of the complaint according to the preceding section and submit it to the Chief Executive Officer.
- B. The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment or discrimination, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation. The investigator's notes shall be made at the time the verbal interview is in progress. Any other documentary evidence shall be retained as part of the record of the investigation. Upon completion of the investigation, the results shall be given to the complainant, the alleged harasser, and the Chief Executive Officer.
- C. Based on the report and any other relevant information, the Chief Executive Officer shall, within a reasonable period of time, determine whether the conduct of the person against whom a complaint has been made constitutes unlawful harassment or unlawful discrimination. In making that determination, the Chief Executive Officer shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question; the context in which the conduct, if any, occurred; and the conduct of the person

complaining of harassment or discrimination. The determination of whether harassment or discrimination occurred will be made on a case-by-case basis by the Chief Executive Officer. All investigations should be closed in a timely manner.

7. Confidentiality -- All records and information relating to the investigation of any alleged harassment and resulting disciplinary action shall be confidential, except to the extent disclosure is required by law, as part of the investigatory or disciplinary process, or as otherwise reasonably necessary.

8. Remedies

- A. Remedial Action

- (1) If the Chief Executive Officer determines that the complaint of harassment or discrimination is founded, the Chief Executive Officer shall take immediate and appropriate disciplinary action consistent with the requirements of law and any personnel rules or regulations pertaining to employee discipline. Other steps may be taken to the extent reasonably necessary to prevent recurrence of the harassment and to remedy the complainant's loss, if any.
    - (2) Disciplinary action shall be consistent with the nature and severity of the offense, the rank of the harasser, and any other factors relating to the fair and efficient administration of the Company's operations.

- B. In the event a complaint is filed with the CRD, and the CRD finds that the complaint has merit, the CRD will attempt to negotiate a settlement between the parties. If not settled, the CRD may issue a determination on the merits of the case.

- (1) Where a case is not settled, the CRD may pursue litigation in civil court with the Complainant as the Real Party in Interest. Legal remedies available through the CRD for a successful claim by an applicant, employee, or former employee include possible reinstatement to a former job; award of a job applied for; back pay; front pay; reasonable attorneys' fees; and under appropriate circumstances, punitive damages, out-of-pocket losses, affirmative relief, training, and emotional distress damages.

- (2) In the alternative, the CRD may grant the employee permission to withdraw the case and pursue a private lawsuit seeking similar remedies.

9. Retaliation -- Retaliation against anyone for opposing conduct prohibited by this policy or for filing a complaint with or otherwise participating in an investigation, proceeding or hearing conducted by the Company or the CRD, is strictly prohibited by state regulations. It may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

10. Employee Obligation

- A. Employees are not only encouraged to report instances of harassment or discrimination, they are obligated to report instances of harassment.

- B. Employees are obligated to cooperate in every investigation of harassment or discrimination, including, but not necessarily limited to:

- (1) Coming forward with evidence, both favorable and unfavorable to a person accused of harassment or discrimination; and
    - (2) Fully and truthfully making a written report or verbally answering questions when required to do so during the course of a Company investigation of alleged harassment or discrimination.

- C. Knowingly, falsely accusing someone of harassment or discrimination or otherwise knowingly giving false or misleading information in an investigation of harassment or discrimination shall result in disciplinary action, up to and including, termination of employment.

#### 11. Training

The Company will provide training to employees as required by applicable law.

### **3005 PUNCTUALITY AND ATTENDANCE**

As an employee of Renu Hope Foundation, you are expected to be punctual and regular in attendance. Any tardiness or absence causes problems for your fellow employees and your supervisor. When you are absent, others must perform your workload, just as you must assume the workload of others who are absent. Absent Teaching Staff also greatly impact licensing requirements, Title 5 Staffing mandates and the ability for optimal supervision.

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

If you are unable to work on any particular day, you must call your assigned Supervisor at least three hours before the time you are scheduled to begin working for that day, if feasible, or the moment you are aware of your inability to report to work, such as the day or evening prior. Employees must inform their supervisor of the expected duration of any absence. You must call in on any day you are scheduled to work and will not report to work.

You must also send an email to [hr\\_staffpayroll@renuhope.org](mailto:hr_staffpayroll@renuhope.org) prior to the start of your work shift indicating the reason for your absence. Failure to submit a Notice of Absence including the duration of your absence to [hr\\_payroll@renuhope.org](mailto:hr_payroll@renuhope.org) by the close of the business day of the date of your absence will constitute a violation of personnel policies and code of conduct, which may result in immediate placement as On Call Substitute staff.

Excessive absenteeism or tardiness (whether excused or not) will not be tolerated. This is defined as more than two (2) days' absence and/or two (2) instances of tardiness in a thirty (30) day period. Employees who are absent more than two (2) days may be required to provide a physician's report prior to return to duty. The physician clearance must be submitted to the main office. In addition, Employees who are absent from work on either Monday or Friday may also be required to provide a physician's verification of illness or injury. Further, a physician's verification may be required when management has a reasonable suspicion of sick leave abuse.

If you fail to report to work without any notification of your supervisor and your absence continues for a period of two (2) days, Renu Hope Foundation will consider that you have abandoned your employment and have voluntarily terminated.

### **3006 PERSONAL STANDARDS & DRESS CODE POLICY**

#### Generally

Employees are expected to wear clothing appropriate for the nature of our business and the type of work performed. Clothing should be neat, clean and tasteful. Avoid clothing that can create a safety hazard. Specific guidelines are distributed to each employee at the onset of work assignment.

Employees are required to adhere to a dress code. The dress code is commonly referred to as medical professional “SCRUBS”.

There shall be no unlawful discrimination based on “protective hairstyles.”

### Philosophy

To ensure for the safety and welfare of children, staff and parents each staff member and any other authorized representative of Renu Hope Foundation will be dressed in a manner that readily identifies his/herself as an individual assigned to either a Renu Hope Foundation Center, classroom, office, kitchen and/or related event/function of Renu Hope Foundation.

To facilitate person(s) working directly with children, the proposed dress code has been established to afford such individuals with comfortable as well as appropriate and professional attire. The “SCRUBS” allow free movement while closed toed shoes assist in the prevention of safety hazards that may be encountered while engaged in daily activities.

### Dress Code Specifications

Teaching Staff are required to dress in clothing commonly referred to as medical professional “SCRUBS” - The Scrubs tops are V Neck, Square or Round Neck. The Scrubs top and pants must have drawstrings and/or elastic bands and be matching in color and style. Depending on the style, both pants and/or top may or may not have pocket(s). (Teaching staff will be asked to sign an acknowledgment of receipt for additional dress code policies and procedures.)

Each staff member must ensure that s/he is wearing protective footwear, namely closed toe leather or other OSHA approved material footwear. Person(s) in direct contact with children are not permitted to wear footwear that may harm or injure others, such as steel toed boots, athletic shoes with sharp accessories (i.e. golf shoes), or spiked high heels. Under no circumstance may ANY STAFF MEMBER be barefoot.

### Dress Code Specifications

#### Renu Hope Foundation Approved SCRUB colors

1. Black
2. Gray
3. Purple
4. Lavender

### Proper Fitting Standards

Please be advised that SCRUBS must be of proper fitting, specifically:

1. Pants cannot be pulled below the waist with gathered material or excess material
2. Pant legs must be properly hemmed (i.e. sewn not affixed by adhesive and/or safety pins)
3. Pant bottoms MUST match the tops – SCRUB pants cannot be substituted for jeans, spandex pants, pull on, sweat pants or casual slacks/pants
4. Tops cannot be altered for a deeper/wider opening neck line
5. Tops cannot have added embellishment, i.e. sequins, painted articles to avoid safety concerns
6. Top sleeves and hems MUST be sewn/stitched properly and may not be affixed by adhesive or safety pins
7. Revealing, low cut shirt and pants are not permitted at any time for any staff member.

Preventative Health and Safety Attire and Accessories Policies. To ensure prevention and minimal exposure to hazards such as choking, foreign object injury/lodging, scratching, poking, personnel working in direct contact with children must refrain from wearing the following accessories, namely:

1. False Eyelashes
2. Facial jewelry such as piercing, chains, adornments
3. Earrings of any kind (i.e. pierced, clipped, dangling, magnetic adhesive)
4. Hand and wrist jewelry/adornment such as bangles, bracelets, rings, false fingernail tips, nail polish
5. Body piercing that may become dislodged, adornment such as body chains, sequins, beads, buttons
6. Toe and ankles jewelry/adornment such as toe rings, ankle bracelets, strings

Please be advised that strong odors (pleasant and unpleasant) is a violation of personal rights, specifically strong scents, powders, perfume, cologne, body spray, ointments, oils and other scents. Staff working in direct contact with children must refrain from strong odors (pleasant and unpleasant).

#### Discipline Policies and Procedures

In the event that a staff member knowingly and or refuses to adhere to the above policies, the following personnel action(s) may be recommended to the Chief Executive Officer: (a) request to be taken off work the schedule and given the option to go home and return in agency approved Dress Code Standards, without pay during the non-duty time for non-exempt employees; (b) recommendation for termination on the basis of insubordination, and (c) recommendation for 'on call' status to obtain further training on professionalism and Renu Hope Foundation's policies and procedures.

### **3007 CUSTOMER RELATIONS**

Employees are expected to be polite, courteous, prompt and attentive to everyone they come in contact with, both students and parents. When a situation arises where the employee does not feel comfortable or capable of handling the problem, the supervisor should be called immediately.

### **3008 CONFIDENTIALITY**

Each employee is responsible for safeguarding confidential information obtained during employment. In the course of your work, you may have access to confidential information regarding Renu Hope Foundation, its suppliers, its students and parents or perhaps even fellow employees. It is your responsibility to in no way reveal or divulge any such confidential information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need to know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and legal action may be taken. (Nothing in this policy prohibits employees from discussing their wages or working conditions.)

#### Rumor Control

Spreading rumors in the workplace is inappropriate as rumors may diminish employee morale or can be the basis of misinformation. Employees handle a great deal of information about students, parents, and fellow workers. As agency employees, school workers should understand that they hold a public trust by knowing sensitive information and that they must not spread this information in the form of rumors.

## **3009 BUSINESS CONDUCT AND ETHICS**

No employee may accept a gift or gratuity from any customer, vendor, supplier or other person doing business with Renu Hope Foundation as it may give the appearance of influence regarding their business decision, transaction or service. (This policy does not prohibit employees from accepting gifts of nominal value such as vendor pens or similar promotional material.) Please discuss expenses paid by such persons for business meals or trips with Renu Hope Foundation in advance.

### Copyrighted materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc. rented videotapes are to use in the classroom for educational purposes only. duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

### Seasonal decorations

In keeping with the agency's philosophy of avoidance of potential perception of offense to any person and/or group, special events commonly known as special occasions and are celebrated such as birthday, anniversary, baptism, graduation, traditional events and/or holidays, will be considered as a typical day. Thus decorations and/or objects that may be interpreted as symbols of such events will not be permitted within or around Renu Hope Foundation facilities; specifically offices, hallways, classrooms, bathrooms, kitchen, outdoor area, roof top, building structures and/or vehicles owned and operated by Renu Hope.

## **3010 MEDIA CONTACT**

Employees may be approached for interviews or comments by the news media. Only assigned staff designated by Renu Hope Foundation Board of Directors may comment on policies or events that have an impact on Renu Hope Foundation.

## **4000 EMPLOYER PROPERTY**

Cupboards, desks and other property are Renu Hope Foundation property and must be maintained according to Renu Hope Foundation rules and regulations. They must be kept clean and are to be used only for work-related purposes. Renu Hope Foundation reserves the right to inspect all Foundation property to insure compliance with its rules and regulations and without notice to the employee and/or in the employee's absence.

It may be necessary to assign or change "passwords" and personal codes for the computers. These items are to be used for business only and they remain the property of Renu Hope Foundation. Renu Hope Foundation may keep a record of all passwords/codes and/or may be able to override any such password system. Prior authorization must be obtained before any Renu Hope Foundation property may be removed from the premises. For security reasons, employees should not leave personal belongings of value in the workplace.

Terminated employees should remove any personal items at the time they leave Renu Hope Foundation; items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination. Keys to facilities, locks, and equipment will be issued to employees on as needed basis by site supervisors and the executive administrative assistant. Keys are the property of the agency and shall not be copied by key holders nor will the key holders allow copies to be made of assigned keys. Employees shall not lend or provide keys to persons not employees of the agency. When an employee leaves the employ of the Foundation all keys shall be returned to the issuing supervisor or executive administrative assistant.

## **4001 OFF-DUTY USE OF FACILITIES**

Employees are prohibited from being on Renu Hope Foundation premises or making use of Renu Hope Foundation facilities while not on duty. Employees are expressly prohibited from using Renu Hope Foundation facilities, property or equipment for personal use.

## **4002 SECURITY**

The following security considerations are offered to help maintain a secure workplace. Be aware of persons loitering for no apparent reason (e.g., in parking areas, walkways, entrances/exits and service areas). Please report any suspicious persons or activities to security. Secure your desk at the end of the day or when called away from your work area for an extended length of time and do not leave valuable and/or personal articles in or around your workstation that may be accessible.

### Weapons/Anti Violence Policy

The Company has adopted a Zero Tolerance Policy against workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Company, or which occur on Company property will not be tolerated.

Acts or threats of violence include conduct, which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Company or to create a hostile, abusive, or intimidating work environment for one or several Company employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on the Company premises, regardless of the relationship between the Company and the parties involved in the incident.
- All threats or acts of violence occurring off the Company premises involving someone who is acting in the capacity of a representative of the Company.
- All threats or acts of violence occurring off the Company premises involving an employee of the Company if the threats or acts affect the legitimate interests of the Company.
- Any acts or threats resulting in the conviction of an employee or agent of the Company, or of an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate interests and goals of the Company.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- The intentional destruction or threat of destruction of Company property.
- Harassing or threatening phone calls.
- Harassing surveillance or stalking.
- The suggestion or intimation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

The Company's prohibition against threats and acts of violence applies to all persons involved in the Company's operation, including but not limited to Company personnel, contract, and temporary workers and anyone else on Company property. Violations of this policy by any individual on Company property, by any individual acting as a

representative of the Company while off Company property, or by any individual acting off of Company property when his/her actions affect the Company's business interests will lead to disciplinary action (up to and including termination) and/or legal action as appropriate.

Possession while on duty or bringing onto Company property unauthorized material, such as explosives, weapons (including, but not limited to, firearms and knives), or other similar items, is strictly prohibited.

Every employee and every person on Company property is required to report incidents of threats or acts of physical violence or any other violation of this policy of which he/she is aware. The report should be made to the Human Resources Department, the reporting individual's immediate supervisor, or another supervisory employee if the immediate supervisor is not available. Nothing in this policy alters any other reporting obligation established in Company policies or in state, federal, or other applicable law.

Visitors in the workplace: All visitors are expected to enter any agency facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on agency premises should immediately direct him or her to the building office or contact the site supervisor/administrator in charge.

#### **4003 HEALTH AND SAFETY**

Every employee is responsible for the safety of him -or herself as well as others in the workplace. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law, and to promote a safe workplace, Renu Hope Foundation maintains an Injury and Illness Prevention Program. The injury and illness prevention program is available for review by employees and/or employee representatives in the office.

In compliance with Proposition 65, Renu Hope Foundation will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity. The Guidelines are posted near First Aid Kits.

##### Asbestos management plan

The agency is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each agency facility. A copy of the agency's management plan is kept in the corporate office and is available for inspection during normal business hours.

##### Pest control treatment

Notices of planned pest control will be posted at facilities 48 hours before the treatment begins. Pest control information sheets are available from site supervisors or administration upon request. Site supervisors will be notified when facilities need treatment. Use of unauthorized pest control chemicals in classrooms or office space violates state and federal laws. If required, employees shall notify their site supervisor or administration of the need for such services and not apply such chemical agents.

##### Animals in agency facilities

No employee or parent should bring any animal into agency facilities. Site Supervisors must give approval prior to the animal coming into the building. Animals allowed in buildings must have appropriate vaccinations. Service animals of employees, school workers, parents of enrolled children, law enforcement agencies, and disabled visitors are welcomed.

#### **4004 HOUSEKEEPING**

All employees are expected to keep their work area clean and those using them should keep organized Common areas such as lunchrooms and restrooms clean. Please clean up after meals. Dispose of trash properly.

Employees are responsible to maintain a clean, healthy and orderly workplace. Classrooms, work stations, common areas and agency vehicles are in view of the public and parents so employees should be conscious of the need to maintain good housekeeping and safety practices. An orderly workplace sets a good example for children, provides a safer workplace, and demonstrates the agency's awareness of the need to preserve State subsidized property as well as respect for personal property and property which belongs to others.

#### **4005 PARKING**

Employee vehicles may be parked in designated areas, if space permits. If space is unavailable, employees must park off of Renu Hope Foundation property. Employees may not use parking areas specifically designated for clients, vendors or handicapped drivers (unless the driver has a DMV handicapped placard). Renu Hope Foundation is not responsible for any loss or damage to employee vehicles or contents while parked on Renu Hope Foundation property.

#### **4006 SOLICITATION AND DISTRIBUTION OF LITERATURE**

In order to ensure efficient operation of Renu Hope Foundation business and to prevent annoyance to employees, it is necessary to control solicitations and distribution of literature on Renu Hope Foundation property.

Persons who are not employees of the Foundation are not permitted to solicit or distribute anything for any purpose inside Foundation buildings or elsewhere on Foundation property. Employees are not permitted to distribute anything for any purpose during working time, or on non-working time in working areas. No employee shall deface or alter any Foundation building or property or employee property by affixing any poster, sign, sticker, or other type of advertising or propaganda material or device.

All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor immediately.

#### **4007 CONDUCTING PERSONAL BUSINESS**

Employees are to conduct only Renu Hope Foundation business while at work. Employees may not conduct personal business or business for another employer during their schedule working hours.

##### Prohibition Against Recordings and Video

Under no circumstances will photographs, videos, recordings or screen shots of any persons and/or the likeness of persons who are at a Renu Hope Foundation property (indoors or outdoors) may be taken using personal device such as, but not limited to cellphone, I-phone, iPad, camera, or voice recorder. It will be to the discretion of the person(s) affected to file formal complaint with the proper authorities if s/he believes their personal rights were violated by this type of action.

In event this policy is violated, the incident will be reported to Department of Social Services, Community Care Licensing as an Unusual Incident, potential Personal Rights Violation. Child Protective Services will also be notified. If the incident is found Substantiated, the employee will be terminated.

## **4008 EMPLOYEES WHO ARE REQUIRED TO DRIVE**

Positions that typically require driving either a Renu Hope Foundation owned vehicle or a personal vehicle on a regular basis include but are not limited to the following positions:

- Administrative Assistant
- Chief Executive Officer
- Family Support Services
- Food Services Staff
- Program Support Services Coordinator

Positions that may require occasional driving of either Renu Hope Foundation owned vehicles or personal vehicle include but are not limited to the following positions:

- Business Services Staff
- Director of Operations
- Education Coordinator
- Supervisor (Site)

Employees who drive their own vehicles for the purpose of Renu Hope Foundation business will be reimbursed mileage at the current approved IRS rate published.

### Applicable Vehicles funded by California Department of Education, Early Education Support Division

2014 Chevy Cargo Van  
2014 Jeep Compass  
2016 Chevy City Express  
2016 Jeep Cherokee  
2016 Jeep Cherokee  
2017 Jeep Patriot  
2017 Jeep Patriot

The above vehicles have been acquired through State Department of Education, Child Development Division, Early Education Support Division funds. Pursuant to Funding Terms and Conditions, this ‘equipment’ must be utilized for the conduct of State Preschool program activities related to these contracts, namely: General Center Based Child Care (CCTR); Migrant Child Care (CMIG) and State Preschool (CSPP).

### Special Use Vehicles

2014 Mercedes Benz GLK 350 GMATIC

Renu Hope Foundation may receive donations in the form of property, goods, materials, labor or equipment which has either designated use per the contributor or may be donated and permitted use is at the discretion of the Board of Directors. The donated property and permitted use will be disclosed at a legally held Board meeting accompanied with “Board Resolution” which will be on file for 7 years.

### Principal and Allowed Use

- (1) Renu Hope Foundation owned, and/or leased vehicles are intended for business use. Personal use of Foundation owned vehicles will not be approved under any circumstance.

### Permitted Location and Storage

- (1) Renu Hope Foundation owned, and/or leased vehicles primarily intended for the day to day use of centers, i.e. meal transport, supplies/materials/equipment transfer or delivery, or transport of personnel to assigned centers will be housed at 802 Beaumont Avenue, Beaumont, CA facility.

#### Permitted Key Location/Storage

Please be advised that the “Vehicle Log” and keys to Renu Hope Foundation owned/leased vehicles will be maintained by assigned Support Services Staff. In the event that assigned staff is not present the Vehicle Log will be maintained by the Business Office or the Chief Executive Officer.

#### Record Keeping and Reporting System

- (1) The “Vehicle Use Log System” must be implemented and adhered to. In the event that staff violate these policies and procedures disciplinary action, inclusive of immediate termination will be recommended to the Board of Directors.
- (2) The “*Vehicle Use Log System*” will consist of a binder that will contain the following records for each owned/leased vehicle, namely

- |                                                        |                                |
|--------------------------------------------------------|--------------------------------|
| -Registration Card (copy)                              | - Insurance Certificate (copy) |
| - Listing of approved/insured drivers under RHF policy | - Copy of maintenance contract |
| - Records of maintenance/repair                        | - Fuel Log Request             |

**Daily Trip/Usage Log.** Please be advised that the “Vehicle Log” and keys to Renu Hope Foundation owned/leased vehicles will be maintained by assigned Support Services Coordinator. In the event that assigned Administrative Assistant is not present the Vehicle Log will be maintained by the Business Office or the Chief Executive Officer. The “Vehicle Use Log System” binder will be reviewed by the Board Secretary on a weekly basis. All requests for fuel will be approved by a Board member or a designee, i.e. Chief Executive Officer. The Chief Executive Officer may request the “Fuel Request” via email and approval provided via email, fax or phone/verbal approval with supporting documentation.

#### Prerequisites as Approved Drivers

Pursuant to the automobile insurance policies specified by the Underwriter, each driver must meet the Underwriter’s criteria for insurability. In the event an employee whose assigned position requires regular driving and cannot meet the requirements of the Underwriter for insurance, the employee will no longer be considered as having met the required qualification and/or certification of the position. Pursuant to the Personnel Policies, each employee must meet the minimum requirements of assigned position. In event an employee is unable to meet all requirements of the position, the employee Employment Status will be changed to “Not Qualified for Position” which will result in immediate termination of the current position assigned.

#### Protocol for Vehicle Use

1. Complete the “Vehicle Log” indicating date, initial time and estimated duration of vehicle use, current odometer reading, current fuel level, interior and exterior condition of vehicle, beginning location and destination.
2. Obtain written approval PRIOR from authorized personnel: (a) Assigned Administrative Assistant, (b) Business Manager, (c) Chief Executive Officer or (d) Board member
3. Upon approval the key will be provided.
4. Upon completion of the trip return the vehicle to 802 Beaumont Avenue, Beaumont, CA 92223.

5. Refueling will be permitted once the gauge indicates a level of 1/8 of a tank or less. The “Fuel Request” form must be completed prior to authorization of refueling. NOTE: Only the Chief Executive Officer or Board member may approve refueling. As with any Foundation credit card, the gasoline credit cards will be maintained at all times in the safe. Refueling will be assigned to Support Staff: Supplies/Equipment/Materials.

#### Maintenance and Repair Protocol

1. Bids will be secured on an annual basis for the general and routine maintenance and repair of vehicles, i.e. standard periodic oil change, tire rotation, brake review and cooling/heating system review.
2. Based on the “Scheduled Maintenance Plan” the Support Staff: Facilities/Materials/Equipment will be assigned the responsibility of ensuring adherence to scheduled maintenance of vehicles. Cost of all maintenance and repairs will be addressed through the Purchase Order System, paid via invoice to the Foundation (30 day due and payable). **PRIOR APPROVAL FROM A BOARD MEMBER OR CHIEF EXECUTIVE OFFICER IS REQUIRED FOR ANY CREDIT CARD PURCHASE RELATED TO SUPPLIES, MAINTENANCE AND REPAIRS**
3. Vehicle maintenance: Interior – will be the responsibility of all drivers. Weekly inspection will be conducted by Support Staff: Facilities/Materials/Equipment to ensure for health and safety adherence.

The following will not be permitted in any of Renu Hope Foundation Vehicles:

- a. Smoking (including, but not limited to, vapes and e-cigarettes)
  - b. Eating/drinking
  - c. Storage of personal property – These items will be discarded.
  - d. Personal devices that may be a safety deterrent while driving, i.e. cellular phone use while driving, personal music devices such as head set, music player, digital camera use while driving
  - e. Strapping of seat belt for NON-USE – **SEAT BELTS ARE REQUIRED FOR THE ENTIRE DURATION OF THE TIME OF VEHICLE USE**
  - f. Removal of seat, seat belts or other vehicle related property without prior approval
  - g. PERSONAL TRANSPORT, i.e. family members, friends while conducting business. Please be advised these person(s) are not insured within the business policy.
4. Vehicle Maintenance: Exterior/Interior – On a weekly basis the vehicle used to transport food and food products must be commercially washed (i.e. car wash). This responsibility will be assigned to the Support Staff: Facilities/Materials/Equipment.
  5. Within the hour report any safety concerns to the Administrative Assistant, documenting the concern on a “Work Request” Form.

#### Reporting Incidents/Accidents

1. At the time of the incident/accident provide the party(ies) with the insurance information that is located in the glove box. Provide your name and driver’s license number. Provide the party(ies) with the name of the Foundation, address and phone number.
2. Contact the local police department to obtain a police report. TAKE PHOTOGRAPH OF RELEVANT MATERIAL, i.e. any physical damage to either vehicles and photo of the party(ies) involved

3. Immediately contact the Business Office and speak with one of the following: (a) Administrative Assistant: HR; (b) Support Services Coordinator or (c) Chief Executive Officer
4. Complete “Staff Incident Report” within the hour and submit to the Corporate office in person, if possible.
5. Reporting to insurance carrier will be the responsibility of Administrative Assistant. If Administrative Assistant is not present, the Human Resources Staff will be responsible for the reporting requirements.

## **4009 EXPENSES**

In accordance with California law, the Company reimburses employees for all expenses that they incur directly in performing their job duties. In order to obtain reimbursement from the Company, the employee must, as required by IRS regulations, submit a copy of the appropriate bill, receipts or other satisfactory evidence identifying the costs incurred to the Human Resources Department. The employee must also complete the appropriate reimbursement request form and verify the amount of the expense, the date the expenses were incurred, and the reason why they were incurred. All reimbursement requests should be submitted within 30 days of incurring the expense.

## **5000 INSURANCE BENEFITS**

**MEDICAL-DENTAL-VISION-LIFE INSURANCE:** Renu Hope Foundation provides a comprehensive medical insurance plan for eligible employees and their dependents. All employees who actively work 30 or more hours per week are eligible after passing the Introductory Period and having been formally recommended as “Employee New Hire.” (To maintain eligibility, employees must meet all insurance company requirements.) Renu Hope Foundation pays 100% of the employee’s premiums and the employee is responsible for the premiums for spouse, registered domestic partner, and/or children or other dependents. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. If an employee opts to upgrade the plans, they may do so by paying the difference in the premium of the plan selected.

**DISABILITY INSURANCE:** Each employee contributes to the State of California to provide disability insurance pursuant to the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at Renu Hope Foundation or when you are entitled to temporary worker's compensation at a rate less than the daily disability benefit amount.

**UNEMPLOYMENT COMPENSATION:** Renu Hope Foundation contributes thousands of dollars each year to the California Unemployment Insurance Fund on behalf of its employees.

**SOCIAL SECURITY:** Social Security is an important part of every employee's retirement benefit. Renu Hope Foundation pays a matching contribution to each employee's Social Security taxes.

**WORKERS’ COMPENSATION:** At no cost to you, you are protected by Renu Hope Foundation workers’ compensation insurance policy while employed by Renu Hope Foundation. The policy covers you in case of occupational injury or illness.

## **5001 SICK LEAVE**

Renu Hope Foundation offers paid sick leave to employees at the beginning of the program year. All full time employees are eligible for three (3) days or 24 hours of sick leave. One (1) year after that date, all employee’s sick leave balances will reset to three (3) days or 24 hours. (All part time employees accrue one (1) hour of sick leave for

every 30 hours actually worked.) Any unused sick leave will be forfeited and will not roll over to the next year. Sick leave is not paid out upon termination of employment. Renu Hope Foundation does not provide pay in lieu of unused sick leave.

Sick leave may be used for the diagnosis, care or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. "Family member" is defined as: a child (whether biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis) regardless of the age of the child or dependency status, a parent (whether biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse, a registered domestic partner, a grandparent, a grandchild, a sibling and a designated person. (A "designated person" means a person identified by the employee at the time the employee requests paid sick days. The Company limits an employee to one (1) designated person per twelve (12) month period for paid sick days.) The Company will also approve of the use of an employee's accrued paid sick time if the employee is a victim of domestic violence, sexual assault, stalking and as otherwise required by applicable law.

When electing to use paid sick time, the employee must use a minimum increment of two (2) hours. Paid sick leave used as well as paid sick leave remaining will be reflected on the employees pay stub.

If the need for paid sick leave is foreseeable, the employee must provide their immediate supervisor reasonable advance notification period. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for leave as soon as practicable, and in all cases prior to the beginning of their work shift.

If an employee is re-hired within one year, any unused sick leave will be restored.

If an employee is absent longer than two (2) days due to illness, medical evidence of illness and/or medical certification of fitness to return to work may be required before sick pay will be given. If an employee is absent on either a Friday or a Monday or both, medical evidence of illness and/or medical certification of fitness to return to work may be required.

## **5002 LEAVES OF ABSENCE**

Renu Hope Foundation may grant leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible. The Site Supervisor has the responsibility of forwarding the written Leave of Absence Request to the Education Coordinator by the end of the business day for written confirmation. Final approval will be notated by the Chief Executive Officer or Designee. Keep in touch with your supervisor during your leave, and give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor or Renu Hope Foundation, it will be assumed that you do not plan to return and that you have terminated your employment. Upon return from a leave of absence, you will be credited with the full employment status that existed prior to the start of the leave.

Renu Hope Foundation does not continue to pay premiums for health insurance coverage for employees on leaves of absence (except FMLA, CFRA and PDL). However, you may self-pay the premiums under the provisions of "COBRA", Management Staff will provide you information on this subject, in writing, via certified mail.

## **5003 MEDICAL LEAVE**

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth and related medical conditions) for up to four months with a doctor's written certificate of disability. Requests for leave should be made in writing as far in advance as possible. If you are granted a medical leave Renu Hope Foundation will pay you sick pay for the period of time equivalent to your accumulated sick pay earned.

A medical leave generally begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date, you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate showing fitness to return to work.

If returning from a medical leave, you will generally be offered the same position held at the time of leaving, if available. If this position is not available due to an “undue hardship,” a comparable position will be offered.

If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. There are no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth and related medical conditions. Renu Hope Foundation intends to fully comply with these laws.

## **5004 FMLA/CFRA AND PREGNANCY-RELATED DISABILITY LEAVE**

### **The Family and Medical Leave Act (“FMLA”)**

#### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period to eligible employees for the following reasons:

- for incapacity, due to pregnancy, prenatal medical care or child birth;
- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee’s job.

Except for military caregiver leave, in computing the 12-month period the employer utilizes a rolling 12 month period measured backward from the date leave is used.

#### **Military Leave Family Entitlements**

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-development reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on temporary disability retired list, for a serious injury or illness\*, or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during service, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health conditions.”**

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose, or employers may require use of an accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees are prohibited from working for other employers while on FMLA leave.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### Unlawful Acts by Employer

The FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

#### Employees are prohibited from working while on FMLA or similar leaves.

#### **California Family Rights Act Leave**

Under the California Family Rights Act of 1993 ("CFRA"), if an employee has more than 12 months of service with the Company and has worked at least 1250 hours in the past 12 months, and the Company employs five or more employees, the employee may have a right to CFRA leave.

In computing the 12 month period, the Company utilizes a rolling 12-month period measured backward from the date leave is used.

If eligible for such leave, an employee may be entitled to take up to 12 work weeks of unpaid, job protected leave in a 12-month period for the birth, adoption, or foster care placement of employee's child, for an employee's own serious health condition or to care for employee's child, parent, parent-in-law, spouse, grandparent, grandchild, sibling, registered domestic partner or "designated person". ("Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. An employee is limited to one (1) "designated person" per 12-month period.) In addition, under CFRA an employee may take leave because of a qualifying exigency related to covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child or parent in the armed forces of the United States as specified in applicable law.

For CFRA leave, the Company generally requires the employee to utilize vacation leave and sick leave while on such leave. An exception to this is the employee may not use sick leave during a period of CFRA leave in connection with the birth, adoption or foster care of a child, or to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner or designated person unless mutually agreed to by the employee and the CEO.

Another exception is that employees will not be required to use their sick leave if the employee's CFRA leave also qualifies as "kin care" under California law. Under these circumstances, it will be the employee's sole discretion as to whether they wish to utilize sick leave.

While on CFRA leave, the Company will maintain and pay for coverage under a group health plan, for the duration of the leave, not to exceed 12 workweeks in a 12 month period, commencing on the date leave under CFRA commences, at the level and under the conditions coverage would have been provided if the employee continued employment continuously for the duration of the leave. Employees must continue to pay their portion of group health plan premiums while on CFRA leave.

During CFRA leave, the leave shall not constitute a break in service for any employee benefit plan. An employee shall return with no less seniority than employee had when leave commenced, for purposes of layoff, recall, promotion, job assignment, and seniority related benefits, such as vacation.

If the employee's need for leave is foreseeable, the employee shall provide the Company with reasonable advance notice of the need for the leave.

If the employee's need for leave pursuant to this section is foreseeable due to planned medical treatments or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the Company, subject to the approval of the health care provider of the individual requiring the treatment or supervision.

The Company requires that an employee's request for leave to care for a child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, registered domestic partner or designated person who has a serious health condition be supported by a certification issued by the health care provider of the individual requiring care. That certification shall be sufficient if it includes all of the following:

- (A) The date on which the serious health condition commenced.
- (B) The probable duration of the condition.
- (C) An estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care.
- (D) A statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care.

Upon expiration of the time estimated by the health care provider, the Company requires the employee to obtain recertification, if additional leave is required.

The Company requires that an employee's request for leave because of the employee's own serious health condition be supported by a certification issued by the employee's health care provider. That certification shall be sufficient if it includes all of the following:

- (A) The date on which the serious health condition commenced.
- (B) The probable duration of the condition.
- (C) A statement that, due to the serious health condition, the employee is unable to perform the function of the employee's position.

The Company requires that employees obtain subsequent recertification regarding the employee's serious health condition on a reasonable basis, if additional leave is required.

As a condition of an employee's return from leave taken because of an employee's own serious health condition, the Company requires the employee to obtain a certification from the employee's health care provider that the employee is able to resume work.

CFRA leave provided for in this Policy may be taken in one or more periods.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either of the following:

- 1) Inpatient care in a hospital, hospice or residential health care facility; or
- 2) Continuing treatment or continuing supervision by a health care provider.

"Health care provider" means any of the following: an individual holding either a physician's and surgeon's certificate issued pursuant to California law, an osteopathic physician and surgeon certificate issued pursuant to California law, or an individual duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, who directly treats or supervises the treatment of the serious health condition. In addition, any other person determined by the United States Secretary of Labor to be capable of providing health care services under the FMLA shall also qualify as a health care provider.

The Company may recover the premiums for such group health plans that it pays on behalf of the employee if both of the following conditions occur:

- 1) The Employee fails to return from leave after the period of leave to which the employee is entitled has expired; and
- 2) The failure of the employee to return from the leave is for a reason other than the continuation, recurrence, or onset of “serious health condition” or other circumstances beyond the control of the employee.

Eligible employees may also take Qualifying Exigency Leave as set forth in California law.

### **Your Rights and Responsibilities as a Pregnant Employee**

If you are pregnant, have a related medical condition, or are recovering from childbirth, **PLEASE READ THIS NOTICE.**

California law protects employees against discrimination or harassment because of an employee’s pregnancy, childbirth or any related medical condition (referred to below as “because of pregnancy”). California law also prohibits employers from denying or interfering with an employee’s pregnancy-related employment rights.

The Company has an obligation to:

- reasonably accommodate your medical needs related to pregnancy, childbirth or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks);
- transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy; and
- provide you with pregnancy disability leave (PDL) of up to four months (the working days you normally would work in one-third of a year or 17½ weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff.
- provide a reasonable amount of break time and use of a room or other location in close proximity to the employee's work area to express breast milk in private as set forth in the Labor Code.

For pregnancy disability leave:

- PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy. Your health care provider determines how much time you will need.
- Once the Company has been informed that you need to take PDL, the Company must guarantee in writing that you can return to work in your same position if you request a written guarantee. The Company may require you to submit written medical certification from your health care provider substantiating the need for your leave.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe “morning sickness,” gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule, all of which counts against your four month entitlement to leave.
- Your leave will be paid or unpaid depending on the Company policy for other medical leaves.
- You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department.

- At your discretion, you can use any vacation during your PDL.
- The Company requires you to use any available sick leave during your PDL.
- The Company is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact Human Resources for details.
- If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself.) For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

#### Notice Obligations of Employees

- Give the Company reasonable notice: To receive reasonable accommodation, obtain a transfer, or take PDL, you must give the Company sufficient notice for it to make appropriate plans. Sufficient notice means 30 days' advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.
- Provide a Written Medical Certification from Your Health Care Provider. Except in a medical emergency where there is no time to obtain it, the Company may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or unforeseeable, you must provide this certification within the time frame the Company requests, unless it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts. The Company must provide at least 15 calendar days for you to submit the certification. See Human Resources for a copy of a medical certification form to give to your health care provider to complete.
- PLEASE NOTE that if you fail to give the Company reasonable advance notice or written medical certification of your medical need, the Company may be justified in delaying your reasonable accommodation, transfer, or PDL.

You also may be entitled to additional rights under the California Family Rights Act of 1993 (CFRA) if you have more than 12 months of service with us, have worked at least 1,250 hours in the 12-month period before the date of you want to begin your leave. For further information on the availability of CFRA leave, please review your employer's policy regarding the availability of CFRA leave.

This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). For more information about your rights and obligations as a pregnant employee, contact Human Resources, visit the California Civil Rights Department's website at [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov), or contact the Department at 800-884-1684. The text of the FEHA and the regulations interpreting it are available on the Department's website at [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov).

#### **5005 Lactation Accommodation Policy**

The Company provides employees the right to request lactation accommodation in accordance with California law. The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breastmilk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for a non-exempt employee that does not run concurrently with the rest time authorized for the non-exempt employee shall be unpaid.

The Company will provide the employee with the use of a room or other location for the employee to express milk in private. This room may include the place where the employee normally works if it otherwise meets the requirements set forth below.

The room shall be safe, clean and free of hazardous materials. There will be a surface to place a breast pump and personal items as well as a place to sit. The room will have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. The employee shall also have access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's workspace. If a refrigerator cannot be provided, the Company may provide another cooling device suitable for storing milk, such as a company-provided cooler. If a multipurpose room is used for the lactation, among other uses, the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.

Employees who require lactation accommodation should contact Human Resources. If the Company cannot provide break time or a location that complies with California law the Company will provide a written response to the employee. Employees have the right to file a complaint with the Labor Commissioner for any violation of the employee's lactation rights under California law.

## **5006 BEREAVEMENT LEAVE**

Employees are provided three (3) days of paid and two (2) days of unpaid Bereavement Leave in accordance with California law. This leave is available for employees who have been employed for at least 30 days prior to the commencement of the leave. It is available for the death of a spouse, child, parent, sibling, grandparent, grandchild, registered domestic partner or a parent-in-law as these terms are defined in California law. The five days need not be consecutive, but all Bereavement Leave must be completed within three months of the date of death of the family member. The Company may require documentation of the death of the family member so long as it is requested within 30 days of the first day of the leave. Employees may utilize accrued and available sick leave, personal leave, compensatory time off or vacation leave while on Bereavement Leave for any unpaid days. The Company requests that employees provide reasonable advance notice of when they plan to use Bereavement Leave. Approval from the Chief Executive Officer or Designee is required for extended Bereavement Leave. Should requested Bereavement Leave coincide during a paid Holiday, the day before the holiday, or the day after the holiday, the employee will not forfeit his/her holiday pay.

## **5007 PERSONAL LEAVE**

A personal leave of absence without pay, of up to two weeks, may be granted at the discretion of Renu Hope Foundation. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as personal leaves, but rather as excused absences without pay.

## **5008 ADMINISTRATIVE LEAVE**

An Administrative Leave of Absence of up to twelve (12) months for illness, or other good cause may be authorized upon recommendation of the Chief Executive Officer and the approval of the Board of Directors. (In the case of the Chief Executive Officer a written request must be submitted to the Board of Directors and approval granted by the Board of Directors.) Employees are eligible for an Administrative Leave of Absence after completion of two (2) years of employment with Renu Hope Foundation. After taking an Administrative Leave, an employee will be eligible for Administrative Leave upon completion of an additional two (2) years of employment. A written Notification of Return

Status must be presented to the Board of Directors a minimum of thirty (30) days prior to the end of the granted period of time.

### **5009 MILITARY LEAVE**

Employees who wish to serve in the military and take military leave should contact their supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service provided you return or apply for reinstatement within the time allowed by the Federal Uniform Services Employment and Re-employment Rights Act (USERRA) and by the California Military and Veteran's Code.

### **5010 RIGHTS OF VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING, CRIMES THAT CAUSE PHYSICAL INJURY OR MENTAL INJURY, AND CRIMES INVOLVING A THREAT OF PHYSICAL INJURY; AND OF PERSONS WHOSE IMMEDIATE FAMILY MEMBER IS DECEASED AS A DIRECT RESULT OF A CRIME**

#### **1. Your Right to Take Time Off:**

- You have the right to take time off from work to obtain relief from a court, including obtaining a restraining order, to protect you and your children's health, safety or welfare.
- If your company has 25 or more workers, you can take time off from work to get medical attention for injuries caused by crime or abuse, receive services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse, receive psychological counseling or mental health services related to an experience of crime or abuse, or participate in safety planning and take other actions to increase safety from future crime or abuse.
- You may use accrued paid sick leave or vacation, personal leave, or compensatory time off that is otherwise available for your leave unless you are covered by a union agreement that says something different. Even if you do not have paid leave, you still have the right to time off.
- In general, you do not have to give your employer proof to use leave for these reasons.
- If you can, you should tell your employer before you take time off. Even if you cannot tell your employer beforehand, your employer cannot discipline you if you give proof explaining the reason for your absence within a reasonable time. Proof can be a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed health care provider, or counselor showing that you were undergoing treatment for domestic violence related to trauma, or a written statement signed by you, or an individual acting on your behalf, certifying that the absence is for an authorized purpose.

#### **2. Your Right to Reasonable Accommodation:**

- You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. Your employer must work with you to see what changes can be made. Changes in the workplace may include putting in locks, changing your shift or phone number, transferring or reassigning you, or help with keeping a record of what happened to you. Your employer can ask you for a signed statement certifying that your request is for a proper purpose and may also request proof showing your need for an accommodation. Your employer cannot tell your coworkers or anyone else about your request.

### 3. Your Right to be free from Retaliation and Discrimination:

Your employer cannot treat you differently or fire you because:

- You are a victim of domestic violence, sexual assault, or stalking, a crime that caused physical injury or mental injury, or a crime involving threat of physical injury; or are someone whose immediate family member is deceased as a direct result of a crime.
- You asked for leave time to get help.
- You asked your employer for help or changes in the workplace to make sure you are safe at work.

**You can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.**

## **5011 JURY DUTY OR WITNESS LEAVE**

Renu Hope Foundation encourages employees to serve on jury selection or jury duty when called. (Exempt employees will receive pay while serving on a jury.) You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be required to provide written verification from the court clerk of having served. If work time remains after any day of jury selection or jury duty you will be expected to return to work for the remainder of your work schedule. Any mileage allowance, fee, etc., paid by the court for services, are to be retained by you.

Renu Hope Foundation will not discharge or in any manner discriminate or retaliate against an employee, including but not limited to, an employee who is a victim of crime, for taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

Renu Hope Foundation will not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence as defined in Section 6211 of the Family Code.

## **5012 TIME OFF FOR VOTING**

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days' notice that time off to vote is needed.

## **5013 VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS AND EMERGENCY RESCUE PERSONNEL.**

No employee shall receive discipline for taking time off to perform emergency duty as a volunteer firefighter, reserve peace officers and emergency rescue personnel. If you are participating as a volunteer firefighter, reserve peace officers and emergency rescue personnel, please alert your supervisor so that he or she may be aware of the fact that you may have to take time off for emergency duty. In the event that you need to take time off for emergency duty, please alert your supervisor before doing so where possible. An employee who is a volunteer firefighter, reserve peace officers and emergency rescue personnel shall be permitted to take temporary leaves of absence not to exceed an aggregate of fourteen (14) days per calendar year, for the purpose of engaging in fire, law enforcement or emergency rescue training.

## **5014 SCHOOL ACTIVITIES**

If it becomes necessary for an employee who is a parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her Supervisor as soon as possible so that alternative arrangements may be made. Pursuant to California Labor Code Section 230.7, no discriminatory action will be taken against the employee for taking time off for this purpose.

Employees are also eligible to take time off for child related activities as set forth in Labor Code Section 230.8.

## **5015 TRAINING, CONFERENCES AND OTHER MEETINGS**

It may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other outside activities for the benefit of Renu Hope Foundation or the individual employee. Attendance at such activities may be required by Renu Hope Foundation or requested by individual employees.

However, attendance will not be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless the supervisor has issued prior written approval. To obtain approval, employees wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and nature, purpose and justification for attendance.

Where attendance is required or authorized by Renu Hope Foundation, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Customary and reasonable expenses generally include registration fees, materials, meals, transportation and parking. Reimbursement policies regarding these expenses should be discussed with the supervisors in advance.

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

This policy does not apply to an employee's voluntary attendance, outside of normal working hours, of formal or informal educational sessions, even if such sessions may generally lead to improved job performance. While Renu Hope Foundation generally encourages all employees to improve their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless prior written approval is obtained as discussed above.

## **5016 RECREATIONAL ACTIVITIES AND PROGRAMS**

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

## **5017 WORKERS' COMPENSATION**

Renu Hope Foundation, in accordance with state law, provides insurance coverage for employees in cases of work-related injury. The workers' compensation benefits provided to injured employees may include:

1. Medical care
2. Cash benefits, tax free, to replace lost wages
3. Vocational rehabilitation to help qualified injured employees return to suitable employment

To ensure that you receive any worker' compensation benefits to which you may be entitled, you will need to:

1. Immediately report any work-related injury to your supervisor;
2. Seek medical treatment and follow-up care if required;
3. Complete a written Employee's Claim Form and return it to your supervisor; and
4. Provide Renu Hope Foundation with a certification from your health care provider regarding the need for workers' compensation disability leave and your ability to return to work from the leave.

Under most circumstances, 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 his/her 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.

For example, if the employee on workers' compensation leave would have been laid off had he/she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining Renu Hope Foundation ability to operate safely and efficiently during leave, and there are no equivalent or comparable positions available, then the employee would not be entitled to reinstatement.

If the same position is not available, an employee's return to work will depend on job openings existing at the time of his/her scheduled return. An employee's return will depend on his/her qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of his/her job because of a physical or mental disability, Renu Hope Foundation obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act ("FEHA").

## **5018 INCLEMENT WEATHER/NATURAL DISASTER**

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

1. **INCLEMENT WEATHER.** Conditions that excuse absence from work include: heavy snow when the *local* school districts are not running their busses and their schools are closed. If weather conditions prevent you from safely traveling to work, you must notify your site supervisor. Employees may be paid for up to two (2) days per year when weather conditions prevent them from reaching the worksite. Absences in excess of two days will be unpaid.
2. **NATURAL DISASTERS.** In the event of a natural disaster such as earthquake, fire, explosion, etc., the school will be closed if the building is damaged or highways leading to the school are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

## 5019 CONFIDENTIALITY RULES

All information obtained from families of enrolled children is confidential. This means that each of our staff members and volunteers is bound by the Welfare and Institutional Code to keep confidential all information about our clients. (The Welfare and Institutional Code carries a fine and/or imprisonment for violation of confidentiality.) This means that the last name of a child enrolled is never mentioned outside this setting without written consent. This means that when discussing a hard day at work with a spouse or friend, names are not mentioned, nor any other identifying information. It means maintaining a constant awareness of your responsibility to maintain confidentiality. The information our staff members have about our children is regarded as the same as that which is written, and legally you are a "walking medical record" governed by the same regulations as a written record.

All information received of enrolled and prospective enrollees of Renu Hope Foundation will be regarded as confidential. To protect the rights of participants and interested applicants, all information will be housed in locked file cabinets. Family folders will not be forwarded to any individual, agency or institution without express written release from the parent or legal guardian of the child except in the case of court subpoenas. Such consent will be indicated by the "Consent to Release Information" document.

I, \_\_\_\_\_ acknowledge that I have read, understood and agree to abide by the rules of confidentiality. Failure to abide by this rule will result in disciplinary action up to and including dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## 5020 EMPLOYEE RIGHTS

STATE OF CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY  
SERVICES

CALIFORNIA DEPARTMENT OF SOCIAL

### NOTICE

#### EMPLOYEE RIGHTS

##### Instructions:

This form is intended to meet the requirements of Health and Safety Code Sections 1596.881 and 1596.882 which require that employees be informed of their rights, at the time of employment, to filing complaints against their employer for violating any licensing law or regulation. The child care facility licensee is required to give the employee this form, to have the employee complete and detach the bottom of the form, and to maintain the signed acknowledgement of receipt of the form in the employee's file.

No employer shall discharge, demote, suspend or threaten to discharge, demote or suspend, or in any manner discriminate against any employee for taking any of the following actions:

1. Making a good faith oral or written complaint against the employer to the California Department of Social Services or other agency having statutory responsibility for enforcement of the law or to the employer or representative of the employer for the violation of any licensing law or other laws (including but not limited to laws relating to child abuse, staff-child ratios, etc.).
2. Instituting or causing to be instituted any proceeding against the employer regarding the violation of any licensing law or other laws.
3. Is, or will be, a witness or testifier in a proceeding regarding the violation of any licensing law or other law.
4. Refusing to perform work that is in violation of a licensing law or regulation after notifying the employer of the violation.

Pursuant to Health and Safety Code Section 1596.882, an employee alleging the violation by the employer of any action described above shall do the following:

1. Present the employer with a claim alleging violation of the employee's rights within 45 days after the action as to which the complaint is made.
2. File a claim with the Division of Labor Standards Enforcement no later than 90 days after the action as to which the complaint is made.

Upon receipt of the employee's complaint, the Division of Labor Standards Enforcement shall do whatever investigation it deems appropriate to resolve the complaint. If it is determined that the employer has violated the employee's rights, the Division of Labor Standards Enforcement shall take action against the employer in any appropriate court. The court shall have jurisdiction of any action taken as well as to issue restraining orders and any other appropriate relief, including rehiring and reinstatements of the employee to his or her former position with backpay and benefits.

Within 30 days of receipt of a complaint from an employee as outlined above, the Division of Labor Standards Enforcement shall review the facts of the complaint and set either a hearing date or notify the employee and the employer of its decision. Where necessary, the Division of Labor Standards Enforcement shall begin the appropriate court action to enforce the decision.

Except for any grievance procedure or arbitration or hearing that is available to the employee pursuant to a collective bargaining agreement, Section 1596.882 is the exclusive means for presenting claims.

To file a claim with the Division of Labor Standards Enforcement, check the white pages of the local telephone directory under State Government Offices, California State of, Industrial relations Department, Labor Standards Enforcement-Working Conditions, for the local telephone number and address of the nearest office, or contact the headquarters office at P.O. Box 603, San Francisco, CA 94101, telephone (415) 703-4810.

(Detach Here)

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(This form is to be retained in the employee's file)

#### EMPLOYEE RIGHTS

This is to acknowledge that I \_\_\_\_\_ have received a copy of  
(PLEASE PRINT NAME OF EMPLOYEE)

"EMPLOYEE RIGHTS" from my employer \_\_\_\_\_, who is the  
(PLEASE PRINT NAME OF EMPLOYER)

licensee or authorized representative of \_\_\_\_\_  
(PLEASE PRINT NAME OF FACILITY)

\_\_\_\_\_  
(SIGNATURE OF EMPLOYEE)

\_\_\_\_\_  
(DATE)

## 5021 CHILD ABUSE REPORTING PROCEDURES

All Renu Hope Foundation employees are mandated reporters and must sign Community Care Licensing Form, 9108, 'Statement Acknowledging Requirement to Report Child Abuse.' This signed form is to be placed in the employees file and a copy given to the employee for their records.

This signature ensures that all employees attest to their understanding of the reporting law and pledge willingness to abide by its provisions. The law requires mandated reporters to report every incident of abuse, which is known or suspected.

The law also provides certain safeguards for mandated reporters that are important to note. Penal Code Section 11166(i)(1) provides that no supervisor or administrator may impede or inhibit a reporting duty or subject the reporting person to any sanction for making the report. Penal Code Section 11172(a) provides that no mandated reporter shall be civilly or criminally liable for any report required or authorized by the Child Abuse and Neglect Reporting Act.

**POLICY:** Pursuant to the Child Abuse and Neglect Reporting Act, Penal Codes 11166, 11167, 11172, all employees working for Renu Hope Foundation must report all reasonable suspicions of child abuse, including neglect, emotional abuse, sexual exploitation, and physical abuse.

**RESPONSIBILITY:** All staff, including consultants, are responsible for these procedures.

### PROCEDURE:

- What to Report?
  1. A "reasonable suspicion" means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience to suspect child abuse or neglect. Reasonable suspicion does not require certainty that child abuse or neglect has occurred, nor does it require a specific medical condition of child abuse or neglect; any "reasonable suspicion" is sufficient. For purposes of this law, the pregnancy of a minor does not, in and of itself, constitute a basis for reasonable suspicion of sexual abuse. Penal Code Section 11166(a)(1).
  2. Any evidence of a child being abused physically, emotionally or sexually will be reported to the Child Abuse Hotline at Riverside County 1-800-422-4918, San Diego County 858-560-2191. When staff has a suspicion of abuse, it is a legal mandate to report the suspicion to the appropriate authorities.
- How to Report?
  1. Inform the Site Supervisor, Director of Operations, and Chief Executive Officer of the suspicion of abuse immediately after the suspicion first arises. Describe the reasons for suspicion and be specific with observations of behavior, physical markings, or reports made by the child or parent. If you have a suspicion of abuse, management or peers cannot dissuade you to report. It is your legal responsibility to make reports of reasonable suspicion.
  2. After discussing your suspicions with management, retrieve the child's file and collect all necessary information to make a report.
  3. Contact the Child Abuse Hotline (Riverside County 1-800-422-4918) (San Diego County 858-560-2191) by telephone, immediately or as soon as practically possible. Make sure you have adequate coverage in the classroom before leaving to make the telephone report by informing the Site Supervisor who can assist.
  4. When making the report, please be prepared to provide the Intake Evaluator with the following information:
    - Child's name, age, and date of birth.

- Present condition of the child (alone, in need of medical attention, etc.).
  - Complete address where the child resides and the present location of the child.
  - Child's school, grade, and class, if applicable.
  - List the names, addresses, telephone numbers of the child's parents or guardians.
  - Child's mother's name (all cases are filed under the biological mother's name, UNLESS, the father has sole custody of the child and the mother is completely uninvolved).
  - List of all siblings under the age of 18 residing in the child's household.
  - List of all possible witnesses to the abuse and how they may be reached.
  - List of alleged perpetrator(s), their relationship to the child, address, telephone number and other relevant personal information.
  - Alleged perpetrator's current access to the child.
  - Specific dates of abuse, if available.
  - Details regarding the abuse allegations (i.e., circumstances that led to the alleged abuse, frequency, severity, markings). If reporting incidents of emotional abuse and/or general neglect, be prepared to provide detailed observations and patterns that led to your reasonable suspicions.
  - Any statements from the child.
5. Within 36 hours of the telephone report, complete a written Suspected Child Abuse Report (SS 8572 Form) and Unusual Incident/Injury Report (LIC 624 Form). Mandated reporters cannot report anonymously, so you must list your telephone number (Center number), name, job title, and business address. Make sure to write the Reference Number at the top of the form provided to you by the Intake Evaluator at time of telephone report. The "Official Contacted" is the name of the Intake Evaluator to whom the initial telephonic report was made.
6. Mail the Suspected Child Abuse Form to:
- Riverside County- DPSS  
23119 Cottonwood Ave. Bldg. A  
Moreno Valley, CA 92553  
Ph: 951-782-4200  
Fx: 951-782-4985
- Child Welfare Services- North Inland  
463 N. Midway Drive  
Escondido, CA 92027  
Ph: 800-344-6000
7. Make a copy of the report before mailing because the yellow copy may be illegible. Provide the copy, along with the yellow duplicate in a sealed envelope, to the Assistant Director, Health Services within 24 hours. **DO NOT FILE** a copy of the report in the child's file.

The Following Situations are always Reportable:

1. Involuntary sexual activity (includes force, threat, coercion and exploitation)
2. Incestuous sexual activity.
3. Consensual sexual activity between minors younger than 14 years old. Consensual sexual activity where one partner is under 14 years old, and the other is over 14 years.
4. Consensual sexual activity where one partner is under 16 years old, and the other is over 21 years old.
5. Consensual activity where one partner is 14-15 years, and the other partner is more than 10 years older.
6. Pregnancy of a minor 13 years old or younger.
7. Physical abuse, where the child has serious marks or bruises. In this case, the local law enforcement must also be contacted, because they can respond faster than a Children's Social Worker, and can therefore, take the child into protective custody for the CSW to assess.

Children are allowed to be INTERVIEWED AT THE CENTER and have a right to designate who, if anybody, will be present with him/her during the interview. The interview exchange may not be disclosed with anyone.

### **Consultation Calls**

When in doubt whether or not to make a child abuse report call the child abuse hotline for a consultation, let the intake evaluator make the decision whether the situation is reportable or not. When making a consultation call, fill out a form called “Consultation with Department of Children and Family Services” note the concern reported and the response or instructions given by the intake evaluator. The consultation form must also be submitted to the Chief Executive Officer, not in the child’s file.

## **5022 SOCIAL MEDIA POLICY**

The Company understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Company.

### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Company, as well as any other form of electronic communication.

The same principles and guidelines found in Company policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Company or the Company’s legitimate business interests may result in disciplinary action up to and including termination.

### **Know and follow the rules**

Carefully read these guidelines: the Company Code of Ethics Policy, the Company Network System Policy and the Policy Against Employee Discrimination/Harassment, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### **Be respectful**

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the Company. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Grievance Procedure than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Company policy.

### **Be honest and accurate**

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Company, fellow employees, members, customers, suppliers, people working on behalf of the Company or competitors.

### **Post only appropriate and respectful content**

- Maintain the confidentiality of Company trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures

or other internal business-related confidential communications.

- Do not post pictures of your Company ID badge or other employees without their consent.
- Do not create a link from your blog, website or other social networking site to a Company website.
- Express only your personal opinions. Never represent yourself as a spokesperson for the Company. If the Company is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Company, fellow employees, members, customers, suppliers or people working on behalf of the Company. If you do publish a blog or post online related to the work you do or subjects associated with the Company, make it clear that you are not speaking on behalf of the Company. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Company.”

### **Using social media at work**

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the General Manager, or designee. Do not use Company e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

### **Retaliation is prohibited**

The Company prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### **Exception**

Nothing in the Company’s Social Media Policy is designed to interfere with, restrain or prevent employee communications regarding wages, hours or other terms and conditions of employment. Company employees have the right to engage in or refrain from such activities.

### **Media contacts**

Employees should not speak to the media on the Company’s behalf without contacting Human Resources Vice President. All media inquiries should be directed to them.

### **For more information**

If you have any questions or need further guidance, please contact Human Resources.