



# **Alameda County Transportation Commission**

# **Human Resources Policies & Procedures**

Revised January 11, 2019

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Welcome! This handbook tells you about the Alameda County Transportation Commission (Alameda CTC). In these pages we have tried to give specific answers to most of the questions from our employees. You may have other questions, which are not answered here; if you have additional questions, do not hesitate to ask them. We are aware of the many different needs employees may have and are eager to help you meet them.

As an employee of Alameda CTC, you are an important member of a team effort. We hope that you will find your position with our organization rewarding, challenging and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members for our team. We look to you to contribute to the success of Alameda CTC. At the same time, we are committed to providing all employees with challenge, recognition, and benefits, as we achieve our organizational mission and goals.

Alameda CTC is a joint powers authority whose members include the 14 cities in Alameda County, the County of Alameda, AC Transit, and BART.

Alameda CTC has taken on the combined roles of the former Alameda County Transportation Improvement Authority and the Alameda County Congestion Management Agency to plan, fund and deliver a broad range of transportation projects and programs to enhance mobility throughout Alameda County.

Alameda CTC coordinates countywide transportation planning and attracts state and federal funding for project implementation, as well as, delivers the Expenditure Plan for Measure B, the half-cent sales tax approved by 81% of county voters in 2000. The Plan contains a number of capital projects – such as freeway widening, interchange improvements, high-occupancy vehicle (HOV) lanes, BART extensions and transit station development – as well as programs for local street and road improvements, special transportation services for seniors and disabled individuals, and transit operations.

Again, welcome to the team! We wish you every success in your work with Alameda CTC.

Very truly yours,

**ARTHUR L. DAO**  
Executive Director

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# **SECTION I: LEGAL**

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #101**

**SUBJECT: INTRODUCTION/RIGHT TO REVISE**

## **POLICY**

This Human Resources Policy Manual contains the human resources policies, practices, guidelines and procedures that the Alameda County Transportation Commission (Alameda CTC, “the Agency”) has in effect at the time of publication. All employees should read, understand, and comply with all provisions of the handbook. It describes many of the responsibilities as an employee and outlines the programs developed by the Agency to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth while delivering high-quality plans, projects, and programs to the public.

All previously issued human resources manuals, handbooks and/or policy statements or memoranda are superseded by this policy manual.

The Agency reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this manual or in any other document. Any changes must be in writing and must be signed by the Executive Director of the Agency or authorized designee. Any such written changes to this manual will be generally distributed so that supervisors and employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this manual.

The policies and practices set out in this manual or in any other personnel document, including benefit plan descriptions, are not intended to imply a contractual relationship, nor are they intended to create a promise or representation of continued employment for any employee.

Reference to the Agency throughout this manual refers to the organization, Alameda County Transportation Commission, and its staff. It is intended that wherever reference is made in this manual to decisions/recommendations being made or actions taken by the Agency, those decisions/recommendations are being made by the Executive Director or authorized designee.

This manual will specifically reference the Agency’s Governing Board of Commissioners when decisions/ recommendations are referred to that level.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY**

**POLICY #102**

## **POLICY**

The Agency is an equal employment opportunity employer and makes employment decisions on the basis of merit. We want to have the best qualified persons in every position. Agency policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. The Agency considers the attainment of equal employment a major Agency objective and is committed to providing equal employment opportunities to all qualified persons.

The Agency will not discriminate with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Agency-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions will be consistent with the principle of equal employment opportunity (EEO).

An employee who feels that they are being illegally discriminated against, should file a complaint immediately. Please see Complaint Resolution Procedure (Policy #216) for more details.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #103**

**SUBJECT: AMERICANS WITH DISABILITIES ACT**

## **POLICY**

It is the Agency's policy and practice to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. The Agency is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. The Agency will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue Agency hardship would result.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments. Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, not the disability of the individual.

## **GUIDELINES**

1. An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact Human Resources and specify what accommodation is needed to perform the job.
2. Human Resources will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. An employee will be required to present a certification from a healthcare provider as to what job functions he or she can perform, for which job functions he or she needs an accommodation, and what accommodation is recommended. The Agency will engage in a good faith, interactive process with otherwise qualified applicants or employees and will make reasonable accommodations provided they will not impose undue hardship on the Agency.

An employee who feels that they are being illegally discriminated against, should file a complaint immediately. Please see Complaint Resolution Procedure (Policy #216) for more details.

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***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: UNLAWFUL HARASSMENT**

**POLICY #104**

**POLICY**

The Agency is committed to providing a work environment that is free of unlawful harassment. The Agency's policy prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partnership status, age, sexual orientation or any other basis protected by Federal, State or local law, ordinance, or regulation. All such harassment is unlawful. This policy also prohibits unlawful harassment based on the perception that anyone has any of the above-mentioned characteristics, or is associated with a person who has or is perceived as having any of those characteristics. It is intended that any applicable change or modification to existing law will become part of the Agency's policy.

In keeping with its anti-harassment principle, the Agency strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence or bodily harm, and sexual harassment.

The Agency's anti-harassment policy applies to all persons involved in the operation of the Agency, including Board of Commissioners Members/Alternates and consultants working on Agency-related projects, and prohibits unlawful harassment by any employee of the Agency, including supervisors and coworkers. This policy also applies to and is meant to protect Agency employees from harassment by non-employees, vendors and other third parties who may come in contact with employees in the course of their work for the Agency.

**DEFINITION**

Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, registered domestic partnership status, age, sexual orientation, or any other protected basis protected by Federal, State or local law, ordinance or regulation includes, but is not limited to, the following behavior:

1. Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that make another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.
2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.

4. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report harassment.

## **RESPONSIBILITY AND PROCEDURE**

If an employee believes that he/she has been unlawfully harassed, he/she should provide a complaint to the employee's own supervisor, or Human Resources, as soon as possible after the incident. If the complaint concerns the employee's own supervisor, then the employee should provide the complaint to Human Resources. If the complaint concerns the Executive Director, the employee should provide the complaint to the chair of the Alameda CTC Finance and Administrative Committee. The employee is encouraged to submit the complaint in writing but this is not a requirement. The employee's complaint should include details of the incident or incidents, names of individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the Executive Director, authorized designee or the Chair of the Alameda CTC Finance and Administrative Committee. Human Resources will immediately undertake an effective, thorough and objective investigation of the harassment allegations. Confidentiality will be maintained to the fullest extent possible under the circumstances.

If the investigating official determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment. The Agency will advise all parties concerned of the results of the investigation. The Agency will take appropriate action to remedy any loss to the employee resulting from harassment. The Agency will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers. Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

The Agency encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved. The employee should also be aware that the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the employee may file a complaint with the appropriate agency. More information can be found on the DFEH's website at [www.dfeh.ca.gov](http://www.dfeh.ca.gov). The nearest office is located in Oakland at: 1515 Clay Street, Suite 701, Oakland, CA 94612; Tel.: (510) 622-2941.



***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: ERGONOMICS**

**POLICY #105**

**POLICY**

Ergonomics is the scientific study of people and their work. The goal of this field is to minimize workplace injuries and illnesses through workplace design.

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

The Agency believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If an employee feels that he/she is suffering from a work-related RMI or other injury or ailment, he/she must immediately report in writing such injury or ailment to his/her supervisor or Human Resources.

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***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: EMPLOYMENT ELIGIBILITY**

**POLICY #106**

**POLICY**

In accordance with The Immigration and Control Act of 1986, the Agency hires only those individuals who are lawfully authorized to work in the United States.

Each new employee must provide original and current documentation to the Agency to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to the Agency within seventy-two (72) hours of date of hire. Providing false documentation or making false statements on the verification form will be grounds for immediate termination.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: EMPLOYMENT AT WILL**

**POLICY #107**

## **POLICY**

All Agency personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause at any time by the employee or the Agency.

Nothing in this Handbook shall limit the right to terminate at-will employment. No manager, supervisor or associate of the Agency has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Board of Commissioners of the Agency has the authority to make any such agreement, which is binding only if it is in writing and signed by the Chair of the Board of Commissioners.

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# ***HUMAN RESOURCES POLICY***

**ALAMEDA CTC**

**POLICY #108**

**SUBJECT: BUSINESS ETHICS**

## **POLICY**

It is the policy of the Agency to conduct business in accordance with the letter and the spirit of the law and in conformity with ethical standards.

Accordingly, employees must not take any action on behalf of the Agency that violates any law or regulation. Employees must adhere to high moral and ethical standards in the conduct of business. Employees may not engage in activity that results in a conflict of interest with the Agency or that reflects unfavorably on its integrity. Employees violating these standards are subject to disciplinary action, up to and including termination of employment.

In situations and on issues involving ethical or moral judgments, employees may sometimes have difficulty determining the correct course of action. In such situations, employees are urged to discuss the matter with the Executive Director of the Agency or authorized designee.

Certain management employees are subject to the Agency's Conflict of Interest Code disclosure requirements.

## **GUIDELINES**

The following are guidelines for ethical conduct that Agency employees are expected to practice.

1. While employed by the Agency, employees are expected to devote their energies to their jobs with the Agency. Employees are expected to adhere to high ethical standards and avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of the Agency. A conflict of interest exists when the employee's loyalties or actions are divided between the Agency's interests and those of another, such as a competitor or supplier. Both the fact and the appearance of a conflict of interest should be avoided. Regular full-time employees may not hold an outside salaried or fee based job without approval of the Executive Director, or authorized designee. The Executive Director, or authorized designee, may provide written approval of the outside employment, either upon hire by the Agency or when an employee requests additional employment so long as the outside job will not interfere with the employee providing satisfactory performance of his/her job responsibilities for the Agency. Outside employment will present a conflict of interest and be prohibited if it has an actual or potential adverse impact on the Agency. The following types of employment elsewhere are strictly prohibited:
  - Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the Agency;
  - Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Agency;

- Additional employment that impairs or has a detrimental effect on the employee's work performance with the Agency;
- Additional employment that requires the employee to conduct work or related activities on Agency property during the employee's working hours or using Agency facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of the Agency.

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

2. Agency funds and property may not be used for any unlawful purpose. This prohibition includes, but is not limited to: (i) unlawful political contributions, (ii) payments to governmental officials or employees, (iii) illegal rebates or refunds and (iv) payments or commitments made with the understanding or under circumstances that would indicate that these payments are kickbacks, bribes or to obtain influence.
3. No unrecorded fund shall be established or maintained for any purpose.
4. All financial transactions shall be promptly recorded on the books of the Agency. No false or misleading entry shall be made for any reason. All substantive commitments and agreements must be documented, properly authorized and disclosed to the Board of Commissioners.
5. Employees shall not make commitments or agreements beyond what is authorized by the Board of Commissioners. This authorization may be in the budget document or by explicit policy or resolution, or minute order.
6. No payments shall be made with the understanding that any part is to be used for any purpose other than that described by the records supporting the payment.
7. Gifts of cash or cash equivalents from any person or entity doing business with the Agency are never permissible if the amount exceeds \$50. Gifts, favors and entertainment may be given to others at the Agency's expense only if they are consistent with accepted business practices and are of such limited value that they cannot be considered as a bribe or pay-off (see "Gratuities", policy #401);
8. The highest standards of honorable and ethical conduct must be observed in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any other unfair actions or participate in any activity intended to damage the Agency, other agencies or the public.



9. If an employee is asked by another employee or supervisor to (a) perform any act that appears unlawful, (b) make any unlawful entry on the Agency's records or reports, (c) omit any entry that should lawfully be made, (d) suppress or hide any information that may result in detriment to the Agency or be in violation of the law or (e) disclose information of a confidential nature except when legitimately required, it is that employee's duty and responsibility to bring the matter to the attention of Human Resources. An employee who files a grievance of this nature will not be retaliated against.
10. Agency letterhead/stationery may be used only for Agency matters and not for personal or non-official correspondence.
11. Employees are expected to treat each other with courtesy, honesty, respect and understanding. Job-related problems should be discussed openly and differences resolved fairly, professionally and promptly. Confidential matters pertaining to employees will be respected.
12. Employees are expected to be polite, courteous, prompt and attentive to every person who calls or visits the Agency's offices and to each other. When a situation arises where the employee does not feel comfortable or capable of handling an issue from the public, the employee's supervisor should be contacted for assistance.
13. Employees are responsible for safeguarding confidential information obtained during employment. In the course of the work, employees may have access to confidential information regarding the Agency, its elected officials or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information, including to any media, unless it is necessary for the employee to do so in the performance of duties or required by law.

It would be virtually impossible to cite examples of every type of activity that might give rise to a question of unethical conduct. Therefore, it is important that employees rely on their own good judgment in the performance of their duties and responsibilities. When those situations occur where proper course of action is unclear, employees are to request advice and counsel from Human Resources. The reputation and good name of the Agency depends upon the honesty and integrity of each employee.

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**SECTION II:**  
**EMPLOYMENT PRACTICES**



# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #201**

**SUBJECT: EMPLOYMENT STATUS**

## **POLICY**

The Agency employs people in one of four different kinds of status: Probationary, Regular Full-Time, Regular Part-Time, and Temporary.

## **GUIDELINES**

### **1. Employment Categories**

#### **A. Probationary Employee**

The probationary period is an intrinsic part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train the employee for his/her job responsibilities and to determine whether there is a fit between the Agency's business needs and the qualifications of the employee. During the probationary period, employment may be terminated with or without cause and with or without notice by either the Agency or the employee.

- i. With the exception of temporary employees, all other newly appointed employees will serve a probationary period of twelve (12) months. This period can, with notice, be extended up to one year at the recommendation of the supervisor and the approval of the Executive Director or authorized designee.
- ii. During the probationary period, the Executive Director or authorized designee may dismiss an employee for any reason, with or without cause and with or without notice, at the Executive Director's or authorized designee's sole discretion.
- iii. A new employee terminated during the probationary period needs to be told only that the probationary period was not satisfactorily completed and the employee is terminated.
- iv. Probationary employees will receive a performance evaluation after the first six (6) months of employment. At the time of the six-month appraisal, a work plan establishing employee goals and objectives for the remaining six months of the probationary period is to be developed. The evaluation of these goals and objectives will occur at the time of the annual evaluation.
- v. Employees promoted, transferred, laterally reassigned, or demoted to a new position will serve a probationary period of twelve (12) months before obtaining regular status in the position to which the employee was assigned.

Probationary employees will accrue benefits, such as vacation and sick leave at the designated accrual rate.

**B. Regular Full-Time Employee**

Employees in this category are those who regularly work forty (40) hours per week on a continuous scheduled basis following satisfactory completion of a probationary period. Employees in this category are eligible to participate in all benefit programs offered by the Agency, subject to the terms, conditions, and limitations of each benefit program. Employees in this category are required to participate in the Agency's Public Employees Retirement System (PERS) program.

**C. Regular Part-Time Employee**

Employees in this category are those who complete a satisfactory probationary period and regularly work twenty (20) hours or more but less than forty (40) hours per week on a continuous basis. Employees in this category are required to participate in the Agency's Public Employees Retirement System (PERS) program, and may participate in some other benefit programs on a pro-rated basis.

**D. Temporary Employee**

Employees in this category are those holding jobs of limited or specified duration arising out of special projects, a position vacancy pending appointment, the absence of a position incumbent, abnormal work loads, emergencies, or other reasons established by the Agency. Temporary employees are not eligible to participate in any benefits other than those that are mandated by State and/or Federal laws and regulations. Temporary employee status is not considered for seniority or benefit longevity purposes if the employee is subsequently hired as a regular full-time or part-time employee. (See Policy #301, *Health and Welfare*, for additional information.)

The following are additional categories that apply to certain Agency positions:

**A. Executive Director**

The administrative head of the Agency, as appointed by the Board of Commissioners, with duties and powers as described in his/her contract with the Board of Commissioners.

**2. Employment Classifications**

All Agency positions are classified as either exempt or non-exempt according to Federal and State legal guidelines.

**A. Exempt Positions**

If a position is classified as exempt as defined by applicable Federal and State laws, no overtime compensation will be paid to employees occupying that position.

**B. Non-exempt Positions**

Employees designated as non-exempt are paid on an hourly basis with overtime compensation paid or compensatory time earned for more than 40 hours in one week. Non-exempt employees may also choose to take compensatory time off in lieu of overtime pay (compensatory time is earned at one-and-a half hours for each hour of overtime worked).

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #202**

**SUBJECT: JOB CLASSIFICATION ADMINISTRATION**

## **POLICY**

The goal of the Agency's classification specifications is to develop a system that supports employee development, provides opportunities for career advancement and creates an understanding of the roles, responsibilities and relationships of each position within the Agency.

## **GUIDELINES**

Classification and compensation practices are reviewed periodically to ensure internal and external comparability and competitiveness of pay practices. When a new classification is created or when a position's duties, functions and/or responsibilities change significantly, a job analysis or classification reevaluation is conducted. Positions are classified/reclassified and assigned/reassigned to a salary grade on the basis of the classification review.

### **1. Position Classification**

- A. The regular classification of each position shall be consistent with the duties performed and the position classification title approved by the Agency for inclusion in the Agency's budget.
- B. The Executive Director or authorized designee may temporarily reclassify or add positions to meet unanticipated operational requirements, within approved policy authorization and subject to appropriate funding source availability. All temporary reclassifications as additions to regular staffing will be reported by the Executive Director or authorized designee to the Board of Commissioners during proposed budget discussions.

### **2. Class Specifications**

The Executive Director or authorized designee shall be responsible for the preparation of a class specification for each classification in the Salary and Benefit Resolution adopted by the Board of Commissioners. The class specifications shall describe common distinguishing characteristics for each classification such as title, nature of work, supervision received and exercised, examples of essential and related duties, qualifications, requirements, and relationship to other classifications in the career series, if applicable. Class specifications shall be updated, maintained, or may be created on a temporary basis as the Executive Director or authorized designee determines necessary to properly describe the work performed and to accomplish the Agency's mission, purpose and programs. Class specifications for newly created regular classifications and substantive revisions to current specifications will be approved by the Board of Commissioners for development by Human Resources resulting from the budget approval process.

Class specifications shall be made available to the employees of each classification as a general description of the work performed.

### **3. Classification Pay Plan**

The Executive Director or authorized designee is responsible for the classification of individual positions and the assignment of classes to salary ranges within currently approved salary schedules as may be required to accomplish the Agency's mission, purpose and programs, provided that such actions are:

- A. Consistent with policy.
- B. Will not exceed the approved budget for personnel expenses.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: COMPENSATION**

**POLICY #203**

## **POLICY**

The Agency's compensation program is designed to attract, retain, motivate and reward the best possible workforce in an equitable manner. To accomplish this, the Agency has established the following plan, provisions and standards for employee compensation.

## **GUIDELINES**

### **1. Salary and Wage Plan**

The Agency's salary program is designed to pay each employee a salary determined by the competitive job market, job responsibilities, and the required level of expertise. The compensation program is designed to reward individual performance.

The Board of Commissioners annually authorizes the Salary and Benefits Resolution. The Executive Director or authorized designee has overall responsibility for recommending, interpreting, and monitoring the salary and performance management systems.

Supervisors are responsible for participating and providing input in the performance management program. The Executive Director or authorized designee discusses performance and salary-related issues with all employees.

### **2. Salary Structure**

The salary structure assigns each Agency position to a salary range that identifies minimum and maximum rates, based on comparable positions at other public sector agencies, according to the skills, responsibilities and qualifications that the position requires, rather than individual job performance or qualifications of the incumbent in that position. Each position is then assigned an appropriate salary range.

Periodically, prior to the Board of Commissioners' review and adoption of the Salary and Benefits Resolution, the Executive Director or authorized designee will review the compensation plan to evaluate current market value and labor market inflation. If appropriate, the Executive Director or authorized designee will recommend that ranges be adjusted to reflect market changes.

### **3. Performance Review**

Supervisors are responsible for reviewing each employee's performance during the annual performance evaluation period for all employees. Based upon the results of the performance review, the Executive Director or authorized designee will make salary adjustments, within the approved salary ranges and the adopted budget for the following fiscal year.

Accurate performance reviews are particularly important and will be considered for potential salary adjustments at the sole discretion of the Executive Director or authorized designee.

#### **4. Timing of Salary Increases**

Employee's salaries will be reviewed annually and the employee's performance evaluation will be taken into consideration. Increases will be considered depending on the employee's overall performance evaluation score. In the case of a promotion occurs during the year, any potential salary increases will be pro-rated accordingly.

#### **5. Start Salary**

The start rate of pay for a newly hired employee will be determined by the Executive Director or authorized designee. The decision as to where to place the newly hired employee within the pre-determined salary range is made according to the knowledge, skills and abilities the employee brings to the Agency.

#### **6. Promotions**

An employee who is promoted to a higher classification within the established compensation plan may receive a pro-rated salary increase that reflects the employee's performance and experience. Whether or not the employee should have a salary increase is determined by the Executive Director or authorized designee upon job knowledge and abilities and others performing at a similar level within the same position class, if applicable.

***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: PERFORMANCE MANAGEMENT**

**POLICY #204**

**POLICY**

The performance evaluation process at the Agency is designed to motivate, recognize and reward employees' efforts and achievements. The Agency strives to create a work environment in which employees are recognized and rewarded for their contributions and where employees understand, contribute and help meet the Agency's overall goals.

Supervisors are encouraged to give individual feedback to employees on a regular basis. The Agency's performance evaluation process is designed so that each employee will be evaluated formally at least once during the year.

**GUIDELINES**

**1. Feedback**

Supervisors will give feedback throughout the year regarding an employee's success in achieving job expectations and job requirements. Employees need to know if they are completing performance objectives satisfactorily. Regular feedback also enables supervisors to determine if performance objectives require adjusting due to changes in Agency or job priorities.

New employees, or employees who are not performing as well as expected, should receive more frequent feedback to provide additional guidance. Disciplinary action may be needed for an employee who is not performing at a satisfactory level.

**2. Performance Objectives**

Goal-oriented performance objectives are mutually agreed upon between the supervisor and the employee at the beginning of the evaluation period and documented on the Performance Evaluation Form. It is important that employees understand the supervisor's expectations. Both performance and behavioral goals and objectives may be established.

**3. Types of Review**

**A. Probationary Period**

A probationary period progress evaluation is given to new employees at six (6) months and at twelve (12) months to determine if the individual is appropriately suited for the position to which they are assigned. Before the end of the twelve-month probationary period, a determination should be made regarding retention or termination of the employee.

B. Informal Feedback

Supervisors will conduct informal feedback sessions during the year and document those sessions for use in completing the employee's annual performance evaluation. Documentation can be informal, such as maintaining a supervisor's file for each employee with notes documenting dates and times of meetings with employees and what was discussed. The supervisor may also keep electronic and/or email files with notes regarding employee feedback throughout the year.

C. Annual Review

An annual written review is required for each employee. Except as approved by the Executive Director or authorized designee, all employees will be evaluated within a two-month time period. That timeframe, established by the Executive Director or authorized designee, will take place in the spring of each year.

The evaluation will include documented information regarding past performance, the success of meeting goals and objectives previously agreed to, and include goals and objectives for the upcoming year. The preparation of a developmental plan is optional. The performance evaluation will cover the entire period of evaluation.

Employees submit their Goals and Objectives for the upcoming evaluation period to their Supervisor before the appraisal meeting. The supervisor will complete the Performance Evaluation Form during this review referencing the employee's job performance and goals and objectives previously agreed to. Human Resources will review the supervisor's completed performance evaluation before it is provided to the employee. The employee will then be provided a draft copy of the completed performance evaluation. If no changes are needed, the review becomes final and supervisor and employee sign off on the evaluation and the following year's goals and objectives.

The employee will have an opportunity to review the written evaluation and the employee and his/her supervisor will meet again to discuss its contents. If appropriate and agreed to, changes can be made to the draft document.

D. Six Month Check-In

Six (6) months into the review period, supervisors and employees are to meet and discuss the previously established goals and objectives that were developed at the beginning of the review period. Understanding that circumstances and priorities often change, any needed revisions and updates to the goals and objectives should be made at this time. Employee and supervisor will meet and complete the Semiannual Review Worksheet.

#### **4. Performance Evaluation Form Processing**

After the performance evaluation interview is completed, a copy of the completed performance evaluation form will be provided to the employee. The employee may submit a written response or written comments, which will be attached to the form for retention in the employee's personnel file. After the supervisor and the employee have signed the form, the form will be submitted for review and signature to the Executive Director or authorized designee. An employee's signature on his/her performance evaluation only means that he/she acknowledges that he/she has received it but does not necessarily mean that he/she agrees with everything that is contained in the evaluation.

After all signatures are affixed, a copy will be made for the employee and the supervisor and the original will be retained in the employee's personnel file.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #205**

**SUBJECT: PERSONNEL RECORDS**

## **POLICY**

Personnel files are the property of the Agency. They are confidential and the Agency will restrict access to and disclosure of personnel files to authorized individuals within the Agency who have a legitimate business reason to see such files. Personnel files are located in the Human Resources office and individuals with a legitimate business reason can request access from Human Resources. Employees' medical information and health records will be kept in a separate confidential file in accordance with HIPAA regulations.

## **GUIDELINES**

### **1. Maintenance of Records**

Personnel records are confidential documents maintained in accordance with State and Federal laws and regulations. All personnel evaluations, as well as other forms, letters, and memorandums are to be addressed to or signed by the employee, acknowledging receipt of a copy prior to being placed in the employee's personnel file. If an employee refuses to sign a form or letter, the supervisor will sign as a witness to the fact that the employee has refused to sign, and the document will then be placed in the employee's personnel file.

### **2. Update**

Each employee is responsible for notifying Human Resources of changes in name, address, telephone number, driver's license, number of dependents, marital or registered domestic partnership status, beneficiary, education certificates or any other pertinent information.

### **3. Access/Confidentiality**

Each employee has a right to inspect his/her own personnel file and is entitled to make notes. An employee does not have an absolute right to a copy of the file, except for documents which the employee has previously signed. Employees may review their own file upon request by scheduling an appointment with Human Resources. Files must be reviewed in the Agency's office in the presence of a supervisor or Human Resources during normal office hours. Supervisors may review the personnel file of those employees they supervise. The Agency will also disclose personnel files to law enforcement agents if required by law.

### **4. Employment Reference/Credit Inquiries**

The Agency is authorized to verify position and employment dates only. No other reference information will be released. Any other information, including address and phone numbers, may be released only with a written authorization from the employee. All reference inquiries regarding Agency employees will be referred to Human Resources.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #206**

**SUBJECT: OVERTIME PAY**

## **POLICY**

All Agency positions will be classified as either exempt or non-exempt in accordance with the Federal Fair Labor Standards Act (see policy 201: Employment Status). In accordance with that Act, exempt positions are defined as being primarily administrative, professional or executive in the performance of their job duties and are not eligible for overtime compensation. Non-exempt employees are eligible to earn overtime compensation and/or compensatory time off at overtime rates (compensatory time is earned at one-and-a half hours for each hour of overtime worked).

## **GUIDELINES**

### **1. Non-Exempt Employees**

All hours worked in excess of forty (40) hours in one workweek will be treated as overtime and will be paid at a rate one-and-one-half times the employee's regular rate of pay.

All overtime must be formally requested and approved in advance by the supervisor or the Executive Director or authorized designee. If a non-exempt employee foresees overtime, a written request must be made by the employee specifying the reason for the overtime and the anticipated amount of overtime. The supervisor/Executive Director or authorized designee must evaluate alternatives to the overtime prior to approving the request in writing, and prior to the employee's incurring the requested overtime. If overtime is incurred, the employee must submit written approval for it with his/her timesheet.

An employee may request to earn compensatory overtime in lieu of overtime pay. Requests have to be furnished to the supervisor in writing and the supervisor must approve the request before compensatory time can be earned. An employee may accumulate up to a maximum of forty-five (45) hours of compensatory time. Those hours reflect thirty (30) hours of overtime worked. An employee who has reached the maximum balance will be paid for overtime until such time that the accrual is below the stated ceiling.

### **2. Exempt Employees**

Exempt employees will not be compensated for hours worked in excess of forty (40) hours per workweek. Management Leave may be granted at the discretion of the Executive Director or authorized designee (for more detail, refer to Policy #306, Section 4. Management Leave).

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# ***HUMAN RESOURCES POLICY***

**ALAMEDA CTC**

**POLICY #207**

**SUBJECT: HOURS OF WORK**

## **POLICY**

The Executive Director or authorized designee establishes working hours that are consistent with the operating requirements and responsibilities of the Agency. Work shifts, days, hours, and periods can be established and modified by the Executive Director or authorized designee within the limits prescribed by law, based on operating conditions and requirements of the Agency. Employees may not change their own work schedule without the express approval of their supervisor and/or the Executive Director or authorized designee.

The supervisor and/or Executive Director or authorized designee may require an employee to work overtime which may occur anytime before or after the standard workweek including weekends, evenings, and/or holidays. The supervisor will attempt to provide advance notification, if possible.

## **GUIDELINES**

### **1. Regular Workweek**

The regular workweek is defined as forty hours between 12:01 a.m. Monday and 12:00 midnight Sunday, inclusive.

### **2. Work Schedules**

A regular forty-hour workweek will consist of five (5) days of eight (8) consecutive hours of work within a nine (9) hour period, interrupted by an unpaid lunch break of one (1) hour. The lunch hour will be taken during the mid-hours of the workday.

### **3. Work Shifts**

All employees will be assigned to a work shift with regular start and stop times, although the actual start and stop times may be different between employees based upon employer/supervisor and employee needs. The Agency's office hours are 8 a.m. to 5 p.m. All employees should work during the core hours of 9 a.m. to 4 p.m. The employee's supervisor will set a designated schedule in writing with specific working start and end times.

### **4. Start Time**

Employees are required to be at their assigned work locations and ready to begin work at their designated start time.

## **5. Rest Breaks**

For non-exempt employees, two paid rest breaks of ten (10) minutes each are scheduled in an eight (8) hour day, one during the first four (4) hours of a shift and one again during the last four (4) hours of a shift. To the extent possible, rest periods should be taken in the middle of work periods. Break periods cannot be added on to the lunch hour, nor taken at the end of the workday, nor saved for use at another time.

The employee is required to document rest periods on his/her timesheet for payroll and record keeping purposes.

If for any reason an employee does not take the applicable rest breaks, he/she must notify his/her supervisor immediately. Employees who work less than three and one-half hours in a day will not receive a paid rest period.

## **6. Meal Periods**

California Law requires that all non-exempt employees take an unpaid meal period of at least thirty (30) minutes no later than after each five (5) hours in any one shift with one exception. Employees may voluntarily agree to waive rights to a meal period, provided they do not work more than six (6) hours in the workday.

A second meal period of at least thirty (30) minutes will be given for all workdays on which an employee works more than ten (10) hours. The second meal break may be waived only if:

- The total hours worked on that workday is not more than twelve (12);
- There is mutual consent between the employer and employee; and
- The first meal break of the workday was not waived.

Employees are expected to take their meal breaks and not work during that time. An employee who desires to stay at his/her desk and attend to their own business can only do so if their physical location is not in a public area. If the workspace can easily be observed by the public, the employee should take his/her breaks elsewhere. If for any reason an employee does not take the applicable meal periods, he/she must notify his/her supervisor immediately.

## **7. Lactation**

Employees who are breastfeeding may take additional unpaid breaks with their supervisor's approval in order to express breast milk for an infant child. Employees will be required to use the paid rest break time already provided to them, if possible. If a reasonable amount of additional time is needed, that time will be unpaid and will only be approved if the employee's taking the additional time does not seriously disrupt business operations. The employee may choose to use his/her lunch break time to express breast milk as well.

The Agency will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location, other than a toilet stall, that is located close to the

employee's work area. Employees with private offices, i.e., with a door that can be locked and no visibility to passers-by, will be required to use their offices to express breast milk.

Employees who desire lactation accommodations should contact their supervisor or Human Resources to request accommodations.

## **8. Make-up Time**

Non-exempt employees may request make-up time by working fewer hours on one day and extra time on a different day within the same workweek. This has to be requested in writing each time an employee wants to make up time. A supervisor must approve the written and signed request before make-up time can be used. However, the request can be denied for business reasons. The make-up hours must not result in working more than eleven (11) hours in the workday. Employees cannot make up for time taken off in a different workweek and cannot accumulate hours to take time off later.

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# ***HUMAN RESOURCES POLICY***

**ALAMEDA CTC**

**POLICY #208**

**SUBJECT: PAYMENT OF WAGES**

## **POLICY**

The Agency pays its employees on a semi-monthly basis. Following are the guidelines used for payment of wages.

## **GUIDELINES**

### **1. Pay Dates/Pay Periods**

The Agency's pay periods are from the first of the month through the 15<sup>th</sup> of the month and the 16<sup>th</sup> of the month through the last calendar day of the month. Paydays are on the 15<sup>th</sup> and the last day of the month. A yearly pay date calendar will be distributed to all employees prior to the first pay period in the calendar year. The pay dates will also be posted in the lunch area of the office.

Employees are paid for work performed during the previous pay period. If a regular payday falls on a Saturday, Sunday or holiday, employees will be paid on the preceding workday.

By law, required deductions must be made in each pay period for federal and state income taxes, social security, and state disability insurance.

If there is a discrepancy in pay or the employee feels that payroll made a mistake, he/she should notify the Accounting Department or Human Resources, who will address the issue within a reasonable amount of time.

### **2. Timekeeping Requirements**

Accurate recording of time worked is the responsibility of every employee. Federal and state laws require the Agency to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Because the Agency bills all or part of the time spent by most employees to specific projects for accounting and reimbursement purposes, all employees must also maintain billing records and submit them promptly by the due dates.

Non-exempt employees must accurately record the time they begin and end their work, the beginning and ending time of each meal period, and they must indicate that they have taken the appropriate rest periods. They should also record the beginning and ending time of any departure from work for personal reasons.

Exempt employees must record days taken off for vacation, sick or personal leave. Exempt employees are not eligible for overtime pay.

Both exempt and non-exempt employees must indicate the allocation of their hours worked to the appropriated project budget and/or billing account number.

Any handwritten marks or changes on the timesheet must be initialed by a supervisor. Any errors on a timesheet should be reported immediately to the supervisor, who will attempt to correct legitimate errors.

It is the employee's responsibility to certify the accuracy of all time recorded. Supervisors must review and then approve the time sheets before submitting them for payroll processing. Tampering, altering, or falsifying time or billing records may result in disciplinary action, up to and including termination of employment.

### **3. Automatic Payroll Deposit**

The Agency offers automatic payroll deposit for all employees. The employee may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, the employee must inform the Accounting Department one pay period prior to the pay period that the service is to begin. The employee should monitor his/her payroll deposit for the first two pay periods after the service begins. A voided check showing the employee's account number must be submitted with a request for automatic payroll deposit.

To stop automatic payroll deposits, employees should inform the Accounting Department one pay period prior to the pay period in which they wish to stop the automatic service.

### **4. Advances**

The Agency does not permit advances against paychecks, except in an extreme emergency and upon approval by the Executive Director or authorized designee. If an advance against pay is approved, the employee must sign a written authorization permitting the deduction of the advancement on the employee's next paycheck. An amount exceeding the net pay of the employee's next paycheck will not be allowed under any circumstances.

***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: ATTENDANCE AND TARDINESS**

**POLICY #209**

**POLICY**

Consistent attendance and punctuality are required standards for the Agency's business operation, and therefore an integral part of each employee's performance standard. Poor, uncertain, or irregular attendance produces disruptive results for operations, lowers overall productivity and continuity of work, and is burdensome to other employees.

Employees are expected and required to report to their designated work location at the prescribed time work activity is to commence. Tardiness, un-excused absences, and/or failure to report as required is/are not acceptable.

In all cases of an employee's absence, the employee should provide the supervisor with a truthful reason for the absence and, if applicable, the probable duration of the absence. Employees unable to adhere to the Agency's attendance policy will be subject to disciplinary action, up to and including termination of employment.

**GUIDELINES**

1. If an employee is unable to report to work on time due to illness, injury, or any other reason, the employee should notify his/her immediate supervisor, or if that person is unavailable, the receptionist followed with a voice mail message about the reason for the absence to the employee's supervisor by 9 a.m. or as soon as reasonably possible. (See Human Resources Policy, *Sick Leave #304*, for additional information.)
2. Excessive or repetitive tardiness or absenteeism, regardless of reason(s), which renders an employee insufficiently available for work or negatively impairs the operations of the Agency, will be evaluated on a case-by-case basis to determine the merits of disciplinary action, up to and including termination of employment.
3. Employees absent for three consecutive workdays without calling in to report the absence are considered to have voluntarily resigned from employment with the Agency as of the first day of absence. This "no call/no show" policy applies to all situations other than extreme emergencies.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #210**

**SUBJECT: MANDATORY MEETINGS/TRAINING**

## **POLICY**

The Agency must pay employees for attendance at meetings, seminars and training programs under the following conditions:

- The Agency requires attendance.
- The meeting or seminar is directly related to the employee's job.
- The employee who is required to attend such meetings, seminars or training programs will be notified of the necessity for such attendance by his/her supervisor.

For non-exempt employees only:

- Any hours in excess of the employee's normal 40-hour workweek will be paid at the appropriate overtime rate, if applicable, at the hourly rate in effect at the time the overtime work is being performed, and upon approval by the supervisor.
- In lieu of overtime pay, the employee may choose compensatory time off at the rate of one and one-half (1½) hours per one hour of overtime worked for non-exempt employees. Use of compensation time requires the supervisor's approval.

## **GUIDELINES**

If an employee voluntarily schedules to attend a one-day seminar or conference on his/her regularly scheduled day off, the Agency will not pay overtime for attendance. In the event that the program requires overnight accommodations, overtime will not be paid for any portion of these programs. Accommodations and meals may be paid for by the Agency or reimbursed to the employee.

Employees requesting approval to attend a budgeted seminar or conference in excess of two (2) days should complete a written request, including estimated expenses. The request should be submitted to the supervisor and Human Resources and must be approved before attending. Appropriate meals will be reimbursed with the registration fee or by submitting an employee expense form, with attached receipts.

If the employee uses his/her own car, mileage reimbursement will be made at the current IRS rate. Travel expenses will be reimbursed upon presentation of receipts and an employee expense form. Approval of reimbursement must be provided by the employee's supervisor or by the Executive Director or authorized designee. Advances for reimbursable expenses may be made for one-day seminars or workshops on a case-by-case basis.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: STANDARDS OF CONDUCT**

**POLICY #211**

## **POLICY**

Like all other organizations, the Agency requires order, discipline, and performance to succeed and to promote efficiency, productivity, and cooperation among employees. It is not possible to list all forms of behavior that are considered unacceptable in the workplace. Examples of conduct that is prohibited and will not be tolerated by the Agency are listed below. This list is illustrative only, other types of conduct that threaten the security, personal safety and welfare of employees and/or the Agency's operations are also prohibited.

## **GUIDELINES**

Any actions such as the examples of misconduct listed below will be cause for the Agency to discipline the employee, up to and including termination of employment. These statements of prohibited conduct do not alter the Agency's policy of at-will employment. Either the employee or the Agency remains free to terminate the employment relationship at any time, with or without reason or advance notice.

1. Falsifying employment records, employment information, or other Agency records (note that employment information includes Social Security Numbers and any other documents used to verify identity and ability to work in the United States);
2. Recording the work time of another employee or allowing any other employee to record one's own work time, or falsifying any time card, either one's own or another employee's;
3. Theft and deliberate or careless damage or destruction of any Agency property or the property of any employee or customer;
4. Removing or borrowing Agency property without prior authorization;
5. Unauthorized use of Agency equipment, time, materials or facilities;
6. Provoking a fight or fighting during working hours or on Agency property;
7. Carrying firearms or any other dangerous weapons on Agency premises at any time;
8. Engaging in criminal conduct whether or not related to job performance;
9. Causing, creating or participating in a disruption of any kind during working hours on Agency property;
10. 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;
11. Using abusive language at any time on Agency premises;
12. Failing to notify a supervisor when unable to report to work;
13. Unreported absence of two or more consecutive scheduled workdays;
14. Failing to obtain permission to leave work for any reason during normal working hours;
15. Failing to observe working schedules, including rest and lunch periods;
16. Failing to provide a physician's certificate when requested or required to do so;
17. Sleeping on the job or excessive attention to personal matter versus office matters;

18. Mailing, emailing, or accepting telephone calls for personal reasons of more than a few minutes during working hours, except in cases of emergency;
19. Working overtime without authorization or refusing to work assigned overtime, except under extenuating circumstances;
20. Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working;
21. Violating any safety, health, security or Agency policy, rule or procedure;
22. Committing a fraudulent act or a breach of trust under any circumstances;
23. Committing or involvement in any act of unlawful harassment of another individual;
24. Unsatisfactory job performance or inability to perform job duties in a satisfactory manner;
25. Any other conduct incompatible with service to the public including behavior in the conduct of Agency business which causes, or would tend to cause, discredit to fall upon the Agency; and
26. Engaging in any unlawful acts, as governed by State and Federal laws.



***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: PROGRESSIVE DISCIPLINE**

**POLICY #212**

**POLICY**

Each Agency employee should perform his or her own work for the Agency in compliance with high standards of performance and behavior required in a professional workplace and consistent with the Agency's Business Ethics Policy (see Policy #108). Each employee is responsible for correcting any unsatisfactory performance or behavior in order to maintain high workplace standards.

**GUIDELINES**

If an employee's performance or behavior is unsatisfactory or deficient, the employee may face disciplinary action. The Executive Director or authorized designee has the right to determine what disciplinary action is appropriate based on the facts of each case. Any disciplinary action will be related to the severity of the performance or behavioral deficiency, its frequency, its consequences and the employee's record of prior performance and behavior.

Human Resources in consultation with the Executive Director, may take disciplinary actions regarding an employee's unsatisfactory or deficient performance or behavior and propose corrective actions which the employee should take to bring performance or behavior to expected standards including, but not limited to:

1. Verbal counseling;
2. Written notice or reprimand;
3. Suspension of employee from work with or without pay;
4. Demotion of employee from current position to lower-paid position or class; and/or
5. Termination of employment.

The Agency is not required to treat each form of discipline as a step in a series to be followed with an employee before termination of employment. A serious or major performance or behavioral deficiency may result in a more severe disciplinary action, including immediate termination of employment, and may not necessarily be preceded by less severe forms of disciplinary action.

**GRIEVANCE PROCEDURE**

Prior to imposing any disciplinary action, except verbal counseling or written notice or reprimand, the Agency will meet with the employee to inform the employee about the proposed disciplinary action, the basis for the disciplinary action, including the employee's unsatisfactory or deficient performance or behavior, the severity, frequency and/or consequences of such performance or behavior and any other reasons why such disciplinary action is being imposed. The employee will be given a reasonable opportunity to respond orally and/or in writing.

After consideration of the employee's response, Human Resources will give the employee written notice of the disciplinary action, including the reasons for the action and any facts relevant to

unsatisfactory or deficient performance or behavior. The employee will also be notified of his/her right to appeal the disciplinary action.

Any employee suspended without pay, involuntarily demoted or terminated may appeal such action to Human Resources, within five (5) days after written notice of disciplinary action. Failure to request an appeal within five (5) days terminates the right to a hearing and the disciplinary action will be final.

Within five (5) days of the Agency's receipt of the notice of appeal, or as soon as is reasonably possible, a hearing will be conducted to examine all the facts and available evidence regarding the disciplinary action, and to question witnesses. At the end of the hearing or within three (3) days of such hearing, the Executive Director or authorized designee will determine whether the disciplinary action should be upheld or revoked.

The findings and recommendations of the Executive Director or authorized designee will be submitted to the appellant. If the complaint is against the Executive Director, Human Resources will present his/her recommendation to the Finance and Administration Committee. The appellant will have the right to appear before the Finance and Administration Committee and respond to the recommendation of Human Resources.

# **HUMAN RESOURCES POLICY**

**ALAMEDA CTC**

**POLICY #213**

**SUBJECT: TERMINATION OF EMPLOYMENT**

## **POLICY**

The Executive Director or authorized designee may separate employees from employment as necessary and as provided by these policies. Reasons for employee termination from employment include dismissal by disciplinary action, resignation, death, unexcused absence or disability, retirement, and layoff.

All employees will be paid in full for accrued and unused vacation and compensatory time off on the last day of employment or within the appropriate timeframe based on Federal and State laws.

Employees will be advised of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Health Insurance Portability and Accountability Act (HIPAA), if applicable. (See Policy #301 for an explanation of these options.)

## **GUIDELINES**

### **1. Resignation**

An employee who desires to terminate his/her employment is encouraged to submit a written resignation at least two (2) weeks before the intended resignation date. Supervisors are encouraged to give thirty (30) working days notice of intent to resign.

### **2. Non-disciplinary Separation from Employment**

- A. The Executive Director or authorized designee may initiate non-disciplinary separation from employment of an employee for reasons of job abandonment, failure to return to work following an approved leave, enforcement of the Employment of Relatives policy (#401), physical or mental disability that cannot be reasonably accommodated, or other similar non-disciplinary reasons. Employees in positions which require driving as an essential duty may be subject to non-disciplinary separation from employment in the event of denial/exclusions of coverage by the insurance carrier or failure to maintain a valid driver's license.
- B. Human Resources shall provide written notice to any regular status employee separated from employment for non-disciplinary reasons. The effective date of employment termination may be determined by the Executive Director or authorized designee to be the last actual day at work or the date the written notice is signed or a future date. Upon receipt of notice of non-disciplinary separation from employment, the employee may accept the decision or within five (5) days submit a written request to Human Resources for informal reconsideration of the employment separation decision. Such request must include a statement of facts or information which the employee believes will give the Executive Director or authorized designee good reason to change the termination decision. The

Executive Director or authorized designee will respond to any such request for informal reconsideration.

### **3. Organizational Changes**

The Agency exercises complete control and discretion over its organization and the methods of performing its work. Whenever in the judgment of the Executive Director it becomes necessary in the interest of economy and efficiency or because the need for the performance of duties no longer exists, the Executive Director or authorized designee, may eliminate or consolidate any positions.

### **4. Reduction in Force**

At times, the Agency may need to restructure or reduce its workforce. If it becomes necessary to restructure operations or reduce the number of employees, the Agency will attempt to provide advance notice, if possible, so as to minimize the impact on affected employees.

### **5. Retirement**

An employee planning to retire shall submit a written notice at least thirty (30) days before the effective date of retirement.

### **6. Final Paycheck**

Although it is requested that an employee give two (2) weeks notice before resigning, if an employee provides seventy-two hours (72) notice, the employee will receive the final paycheck on the last day of work. If less than seventy-two (72) hours notice is given, the Agency shall release the final check within seventy-two (72) hours of when notice is given.

If the employee is terminated involuntarily, a final paycheck will be provided on the day of termination.

### **7. Return of Agency Property**

Upon termination of employment, employees are required to return all equipment, keys, ID cards, emergency passes, equipment, laptops and other Agency property prior to leaving the Agency.

### **8. Continuation of Group Health Benefits – C.O.B.R.A.**

In accordance with Federal and State law, employees and their families, at their expense, may have a temporary extension of health coverage at group rates plus applicable administrative fees in certain instances where coverage under the plan would otherwise terminate. The employee may contact Human Resources for more information regarding this benefit.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #214**

**SUBJECT: COMPLAINT RESOLUTION PROCEDURE**

## **POLICY**

The Agency recognizes the benefit of providing an orderly and expeditious method for resolving problems which may arise from working relationships and conditions. It is the Agency's policy to provide an orderly method for handling problems and complaints in the interest of obtaining fair and equitable solutions.

Employees shall be advised that using this process shall not affect their job status, security or relationship. Employees can exercise this complaint resolution process without retribution.

## **GUIDELINES**

1. Any employee has the right to present a problem or complaint arising from his/her employment in accordance with the rules and regulations of this policy.
2. All parties involved in the problem solving process must act in good faith and strive for objectivity, while attempting to reach a solution at the earliest possible step of the procedure. Employees shall have the assurance that bringing forward a problem or complaint will not result in reprisal of any nature.
3. The Agency is committed to ensuring a prompt and fair problem resolution process, including any necessary investigation process. At the discretion of the Executive Director or authorized designee and/or the employee's supervisor (unless otherwise required by law), the employee may be allowed to use Agency facilities and work time to deal with their problem or complaint and to go through the complaint resolution process. The use of any office time for this purpose shall not be excessive, nor shall this privilege be abused.
4. In gathering information on a problem or complaint, the employee may discuss the problem or complaint with employees immediately concerned after obtaining permission from their immediate supervisor; and review all documents, records or data related to the situation. A list of such employees must be submitted to Human Resources in advance.

Upon obtaining permission from their immediate supervisor, the employee shall be permitted to leave the normal work area during on-duty time for such time as is necessary to prepare a written complaint.

If any involved supervisor feels that the time requested would unduly interfere with an adequate level of service, alternative arrangements may be made.

5. Certain time limits in the problem solving procedure are designed to settle the problem or complaint. The Agency realizes, however, that occasionally the parties concerned may be

unable to comply with the established limitations. In such instances, the limitations may be extended upon the mutual agreement of all parties concerned.

6. When two or more employees experience a common problem, they may initiate a single problem solving process. If the employees do not have a common supervisor, the problem or complaint shall be presented to Human Resources.

## **COMPLAINT RESOLUTION PROCEDURE**

Step 1: When an employee becomes aware that a problem exists, the employee shall discuss the matter informally with his/her immediate supervisor to try to resolve the problem.

An employee who believes that he/she has been subject to any form of unlawful discrimination or harassment, whenever possible, should confront the harasser or the person discriminating against him/her, and tell the person to stop. If the employee does not feel comfortable doing this, he/she should follow step 2 immediately.

Step 2: If a mutually acceptable solution cannot be reached in Step 1, the employee shall submit a formal complaint in writing to the immediate supervisor and Human Resources. The immediate supervisor will try to address and resolve the problem with the assistance of Human Resources. The complaint should be specific and should include date(s) and time(s) of any incident(s), if applicable, details on the incident(s), names of individuals involved, and the names of any witnesses, if applicable.

If the complaint is related to any claims of unlawful discrimination or harassment, the complaint should also be submitted in writing but this is not required.

The supervisor (or Human Resources, depending on the severity of the complaint or any alleged offense) will immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation. If it is determined that unlawful discrimination or harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Agency will take appropriate action to remedy any loss to the employee as a result of the discrimination or harassment.

Step 3: If the problem cannot be resolved in Step 2 or the employee does not agree with his/her immediate supervisor's decision or if the complaint is against the immediate supervisor, he/she can file a formal written complaint to be reviewed by an individual or individuals, designated by the Executive Director. Within a reasonable timeframe, the designated individual(s) will investigate the complaint, confer with persons affected to the extent deemed necessary and meet with the employee in an attempt to resolve the complaint and make a decision in writing. The decision will be given to the employee.

Step 4: If the employee is dissatisfied with the decision by the designated individual(s), he/she may request a review by the Executive Director or authorized designee. The Executive Director

or authorized designee shall review the complaint and render a written decision within a reasonable period of time.

If the complaint is against the Executive Director, the complaint shall be filed with the Chair of the Finance and Administrative Committee. The Chair of this Committee may either review the complaint and conduct such investigation as he/she deems appropriate or in his/her discretion refer the matter to the Finance and Administrative Committee for its review of the complaint and determination of appropriate action.

At any time throughout the complaint process, the employee may withdraw his/her complaint, if he or she so chooses. The Agency will not encourage, discourage, or solicit the withdrawal of a complaint.

The Agency will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

If an employee has any questions regarding the Agency's policy against unlawful discrimination or harassment or the procedure for filing complaints, he/she should contact his/her supervisor.

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## **SECTION III: BENEFITS**

# ***HUMAN RESOURCES POLICY***

**ALAMEDA CTC**

**Version 201609**

**SUBJECT: HEALTH AND WELLNESS BENEFITS**

**POLICY #301**

## **POLICY**

The Agency provides its eligible employees access to comprehensive health and welfare insurance protection including medical, dental, vision, short-term disability, long-term disability, workers' compensation and unemployment insurance protection. The enrollment and/or cancellation date for all insurance coverage is the 1st of each month, unless otherwise indicated. For example, if an employee's first day of employment is January 15, the first possible enrollment date for the above- mentioned insurance plans is February 1.

The Agency also provides retirement benefits and other optional benefit plans as outlined below.

## **GUIDELINES**

### **1. Cafeteria Plan**

The Agency provides a Cafeteria Plan for its eligible employees, into which the Agency will pay a dollar amount per month per employee, according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff Members. This amount is in addition to the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum required contribution. With these funds, each participating employee is able to choose the following coverage:

- Health Insurance;
- Death Insurance;
- Vision Care Insurance;
- Life Insurance;
- Dependent Life Insurance;
- Accidental Death and Dismemberment Insurance;
- Long-term Disability Insurance; and
- Short-term Disability Insurance

### **2. Health Benefits**

- A. The Agency offers medical insurance through the PERS Public Employees' Medical and Hospital Care Act. Employees may elect the plan which best meets their individual medical needs from a variety of different carriers. Employees may enroll their spouse, eligible children or registered domestic partners and eligible children of registered domestic partners, according to PERS' rules and guidelines.

- B. The cost of providing health benefit coverage for the active employee and his/her spouse, eligible children, or registered domestic partner and eligible children of registered domestic partner, will be paid according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff members which is subject to an annual update.
- C. Regular part-time employees must work a minimum of twenty (20) hours per week to qualify for PERS health benefits.

Regular full-time employees who elect not to use the health care benefit receive an "in-lieu of" payment according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff Members. This benefit amount will be paid with each paycheck and is subject to all applicable payroll taxes. Each year, an employee who wants to decline enrollment in the Agency's health care plan must show proof of coverage, as defined by the Affordable Care Act, for him or herself and all of his or her eligible dependents for tax purposes through another health plan before the start of the plan year to be eligible to receive the in-lieu benefit.

### **3. Dental Benefits**

Dental benefits are offered to both the employee and dependents. Any questions on dental coverage can be answered by calling the insurance carrier or contacting the Agency's Human Resources. Dental coverage is not available to a retiree or his/her spouse or registered domestic partner or other eligible family members.

### **4. Vision Care**

The Agency provides vision care through an independent carrier as a part of the employee benefit program. An explanation of the plan can be provided by Human Resources. Vision coverage is not available to a retiree or his/her spouse or registered domestic partner or other eligible family members.

### **5. Group Term Life Insurance**

The Agency provides group term life insurance for its employees, with coverage of one times the employee's salary up to a maximum of \$50,000. The benefits of this program can be explained in more detail by the Agency's Human Resources representative.

### **6. Long-Term Disability Insurance**

Agency employees are offered a long-term disability insurance program through group coverage at the employee's own cost. The benefits of this program can be explained in more detail by the Agency's Human Resources representative.

### **7. Short-Term Disability Plan (SDI)**

Agency employees are offered a long-term disability insurance program through group coverage.

In addition, Agency employees participate in the State of California's short-term disability insurance program (SDI). Both plans assist employees required to be off work due to a non-work-related illness or injury. The benefits of this program can be explained in more detail by the Agency's Human Resources representative.

In addition, Agency employees are offered a short-term disability insurance program through group coverage. The benefits of this program can be explained in more detail by the Agency's Human Resources representative.

## **8. Consolidated Omnibus Budget Reconciliation Act (COBRA)**

Employees and dependents who lose group coverage due to termination of employment or other "qualifying events" (i.e., death of employee, divorce or separation) may continue health and dental coverage on a self-pay basis under the COBRA option.

Health care coverage terminates at the end of the month following the month the employee leaves the Agency. For example, if an employee's last day of employment is February 15, health care coverage is effective until March 31. Dental and vision coverage terminates at the end of the month in which the employee separates from employment. Upon an employee's termination of employment, Human Resources will issue a Notice of Right to Elect COBRA Continuation Coverage for health, dental and vision coverage. To continue health care coverage under COBRA, the employee should fill out form HBD-85 and submit it to the Agency's Human Resources representative. To continue dental and vision care coverage under COBRA, the employee should sign forms provided by the Agency's Human Resources representative. Continuation of coverage is paid by the terminating employee to the Agency's Finance department.

## **9. Paid Family Leave (PFL)**

Paid Family Leave (PFL) is a State-sponsored insurance program within the State Disability Insurance (SDI) program. Through PFL, employees receive partial wage replacement for up to six weeks in any twelve (12)-month period while on leave from work to care for a seriously ill or injured family member or to bond with a child.

Leave for bonding with a child must occur within one year of:

- The birth of a child; or
- Placement of a child in the employee's home for foster care or adoption.

The benefits of this program, paid for by the employee through payroll deductions, can be explained in more detail by the Agency's Human Resources representative.

## **10. Unemployment Insurance**

Unemployment insurance provides compensation payable to people unemployed through no

fault of their own, who are actively seeking employment and are available and able to work. The Agency pays the entire cost of unemployment benefits for former employees through taxes paid to the State. To receive more detailed information regarding the coverage, please contact the Human Resources representative.

## **11. Retirement Benefits**

Full-time employees are required to participate in the California Public Employees Retirement System (CalPERS). Part-time employees participate in CalPERS if consistently employed at least 20 hours per week for one year or longer. Temporary employees are required to participate after being employed by the Agency for more than one thousand (1,000) hours annually. Each full-time employee is covered under the 1959 Survivor Benefits Program in the event of death prior to retirement. For Classic members, as defined by CalPERS, the benefit formula for retirement is 2.5% at age 55, and the Agency shall contribute to CalPERS each pay period a portion of the employee contribution on behalf of all employees according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff Members. Such contribution shall be reported to CalPERS as "employee contribution being made by the contracting agency" and shall not be deemed to be "compensation" reportable to CalPERS. For employees who fall under the Public Employees' Pension Reform Act of 2013 (PEPRA), the benefit formula for retirement is 2% at age 62. PEPRA employees are required to contribute a percentage every paycheck according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff Members. Contributions made by either a Classic or a PEPRA employee are exempt from federal income taxes.

## **12. Deferred Compensation Plan**

As part of the benefits program, the Agency offers to its employees a deferred compensation plan (i.e., PERS 457 Plan). Employees may contribute to the plan on a voluntary basis. The Agency does not contribute any funds on behalf of the employee.

To receive more detailed information, please contact the Agency's Human Resources representative.

## **13. Transit, Parking and Bicycle Subsidy**

All regular full-time employees are eligible for the maximum transit subsidy benefit approved by the federal government, if any. Employees may choose to use the transit subsidy as transit and/or parking or bicycle benefits.

To receive more detailed information, please contact the Agency's Human Resources representative.

## **14. Flexible Spending Account**

The Agency provides a Flexible Spending Account to which employees can contribute certain amounts of money according to the Board of Commissioners' Resolution for Salaries and Benefits for Staff Members on a pre-tax basis for qualified medical expenses and dependent care

expenses. Maximum dollar amounts and qualified expenses allowed are mandated each year by federal and/or state regulations.

To receive more detailed information, please contact the Agency's Human Resources Representative.

# ***HUMAN RESOURCES POLICY***

**ALAMEDA CTC**

**SUBJECT: HOLIDAYS**

**POLICY #302**

## **POLICY**

The following eleven (11) paid holidays shall be observed by the Agency:

New Year's Day	Veterans Day (Observed)
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Presidents' Day	Day after Thanksgiving
Memorial Day	Day before Christmas Day
Independence Day	Christmas Day
Labor Day	

## **GUIDELINES**

### **1. Holidays Falling on Weekend Days**

When any of the holidays identified above fall on a Sunday, the following Monday will be deemed to be the holiday in lieu of the day normally observed. When any of the holidays above fall on a Saturday, the preceding Friday will be deemed to be the holiday in lieu of the day normally observed.

### **2. Floating Holidays**

Regular full-time employees are entitled to two (2) floating holidays per year. Employees shall be granted such holidays at the beginning of each fiscal year (effective July 1 of each year). Floating Holidays are not accruable and those unused at the end of the fiscal year will be eliminated from the employee's available leave bank.

### **3. Holiday Time**

Regular full-time employees shall receive eight (8) hours of holiday pay for each of the above holidays at their regular base rate. Regular part-time employees shall receive paid holiday time pro rata based on actual hours worked should their regular work schedule fall on one of the above listed holidays.

### **4. Administrative Procedure**

The Executive Director or authorized designee shall establish holiday procedures governing all employees.

### **5. Employees Required to Work on a Holiday**

If an employee is required to work on a holiday, the employee can select another day to be taken in lieu of the holiday and that day should be taken off within thirty (30) days of the worked holiday.

Exempt employees will receive their regular rate of pay and non-exempt employees will receive regular straight time pay for the holiday worked. If working on the holiday results in working more than 40 hours per week, non-exempt employees will be compensated at appropriate overtime rates.



# **HUMAN RESOURCES POLICY**

**ALAMEDA CTC**

**SUBJECT: VACATION**

**POLICY #303**

## **POLICY**

Regular full-time employees (including probationary employees) working 40 hours per week accrue vacation from date of hire in accordance with the table below. Vacation leave earned shall accrue upon completion of each pay period beginning upon completion of the pay period following that in which the employee commences service. Vacation may not be taken until the employee has successfully completed three (3) months of employment.

## **GUIDELINES**

### **1. Vacation Accrual**

<b>Years of Service</b>	<b>Vacation Days Accrued Per Year</b>	<b>Maximum Hours Accrued Per Year</b>
0-3 Years	10 Days	120 Hours
3.1-10 Years	15 Days	240 Hours
10.1-15 Years	20 Days	320 Hours
15.1+ Years	25 Days	400 Hours

Part-time employees shall earn vacation leave on a pro rata basis based on actual hours worked. The maximum accrual will also be prorated.

### **2. Scheduling & Usage**

Scheduling for vacations should be made in such a manner as to ensure continuous and efficient operations for the Agency. All vacations are subject to cancellation in case of emergency conditions.

A written request for vacation time of at least three (3) consecutive days should be presented for approval at least thirty (30) calendar days prior to the time requested and the request must be approved by the employee's supervisor before the time can be taken.

Vacations should be utilized in increments of at least one-half (1/2) day.

If an Agency holiday occurs during vacation leave, the employee's vacation accrual will not be charged for that day.

If an employee or his/her immediate family member suffers a bonafide illness or injury during a vacation and is able to provide a doctor's certification regarding that illness or injury, the employee may request that sick leave be substituted for vacation leave. Granting sick leave in lieu of vacation is at the discretion of the Executive Director or authorized designee.

### **3. Maximum Vacation Accrual**

Once an employee reaches the maximum vacation accrual (see table above), the employee will cease accruing any additional vacation leave until such time as the accrued unused vacation is below the maximum vacation accrual hours allowed.

### **4. Vacation Pay-Out**

An employee may, once during the fiscal year, elect to have not less than one (1) day and no more than ten (10) days vacation bought back by the Agency providing the employee has taken at least five (5) consecutive days of vacation annually prior to or at the same time as the requested vacation payout.

An employee who separates from Agency service will be paid for unused accrued vacation at straight time rates.

### **6. Use of Vacation Time While on an Unpaid Leave**

Employees can take accrued and unused paid leave before taking unpaid leave, or having unpaid absences. This includes Family Care, Medical, and Pregnancy Disability Leave. If the employee is receiving wage replacement through a disability leave plan (such as State Disability Insurance or Paid Family Leave), accrued and unused vacation time can be integrated with disability benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after an employee has been absent from work for seven (7) calendar days. If the employee has accrued vacation time, vacation can be used for the first seven (7) days before SDI payments begin.

SDI benefits do not replace all usual wages. The employee may choose to supplement SDI benefits with vacation time. If the employee is absent for a reason that qualifies for Paid Family Leave (PFL) payments, the employee may choose to supplement PFL benefits with vacation time.

Paid vacation time is a benefit that can also cover absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When an employee reports a work-related illness or injury, he/she will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued an unused vacation time, the additional absences from work can be paid with the use of vacation time. If the employee does not have accrued vacation time or has used all vacation time, he/she may choose to substitute other paid time off for further absences from work, related to the illness or injury.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: SICK LEAVE**

**POLICY #304**

## **POLICY**

Sick leave with pay is protection granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work and is not to be confused with vacation or other types of leave. It is a request for a benefit to be exercised under appropriate circumstances.

Excessive or repetitive absenteeism, regardless of reason(s), which renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of disciplinary action, up to and including termination of employment.

## **GUIDELINES**

### **1. Accrual and Usage of Sick Leave**

Regular full-time employees accrue sick leave at the rate of one day for each full month of active employment. Sick leave may be accrued up to sixty (60) working days, or 480 hours. Accrual of sick leave begins at the end of the employee's first full month of service. The minimum sick leave taken at any one time should not be less than one-half (1/2) hour.

Upon an employee's retirement, employees may exchange up to sixty (60) days for service credit.

Regular part-time employees accrue sick leave on a prorated basis based on actual hours worked per week.

A catastrophic leave pool, which Human Resources administers to impacted employees in good standing, has been established for employees experiencing an extraordinary illness or event, and who no longer have any accrued sick leave hours available. An employee needing to tap into the pool must have exhausted their own accrued sick leave prior to requesting hours from the catastrophic pool (see policy #309).

### **2. Definitions**

#### **A. Personal Sick Leave**

Sick leave is the absence from duty of an employee because of the employee's own illness, injury, or exposure to a contagious disease that incapacitates the employee and prevents the employee from performing assigned duties.

B. Family Sick Leave

An employee may use their accrued sick leave to care for an ill immediate family member who requires the employee's personal attention. Employees are encouraged to make arrangements for other care as soon as possible in order to return to work.

C. Immediate Family Members

Immediate family members mean spouse, parent, child, step-child, mother/father-in-law, registered domestic partner, or other person who is living within the household and is in a dependent category according to IRS regulations.

D. Medical Appointments

Employees may use earned sick leave for routine physical checkups, medical and dental procedures for themselves and their family members. Whenever possible, requests for preventative sick leave usage should be made sufficiently in advance to provide the employee's supervisor with proper notification for scheduling considerations.

**3. Administration**

A. Notice of Illness

It is the responsibility of the employee to personally notify his/her immediate supervisor before 9 a.m. of illness or injury. If the supervisor is not available, the employee should leave a voice mail message and inform another Agency employee, or Human Resources that he/she will not be in. Failure to provide proper notification may result in the denial of sick leave with pay.

B. Documentation

The employee's supervisor or Human Resources may request a doctor's certification for any illness for which an employee requests sick leave, including family sick leave. Absences of three (3) or more days require a doctor's certification when returning to work.

C. Denial of Sick Leave Benefits

Sick leave with pay may be denied if it is substantiated that the employee's absence did not meet the definitions as specified in Section 2, *Definitions*, of this Sick Leave Policy and may be grounds for disciplinary action, up to and including termination of employment.

An employee who is on unscheduled sick leave and has no sick leave accrual in his/her account and who has been counseled and noticed for sick leave abuse, may not use vacation for that time off. The employee will be on a leave of absence without pay.

#### D. Sick Leave Abuse Review

In reviewing each employee's sick leave usage, the supervisor and/or Human Resources will pay particular attention to specific indicators to determine if abuse of sick leave may be occurring. The indicators to be reviewed include, but are not limited to:

- (1) Patterns of sick leave usage (including Monday/Friday absences, absences occurring in conjunction with authorized days off or in conjunction with pay days);
- (2) Unscheduled sick leave usage;
- (3) Demonstrated use of sick leave when neither employee nor family member is ill.

Based upon a review of the above indicators, the supervisor and Human Resources will determine if counseling and/or disciplinary action is appropriate.

#### 4. Termination of Employment

Except for retirement as described above, employees who are terminated are not paid for any accrued sick leave.

#### 5. Retirement

For detailed information on retirement, refer to the PERS booklet or contact Human Resources.

#### 6. Use of Paid Sick Leave While on an Unpaid Leave

Employees can take accrued and unused paid leave before taking unpaid leave, or having unpaid absences. This includes Family Care, Medical, and Pregnancy Disability Leave. If the employee is receiving wage replacement through a disability leave plan (such as State Disability Insurance or Paid Family leave), accrued and unused sick leave can be integrated with disability benefits.

Employees who are absent because of their own disability may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after an employee has been absent from work for seven (7) calendar days. If the employee has accrued sick leave, sick leave can be used for the first seven (7) days before SDI payments begin.

SDI benefits do not replace all usual wages. The employee may choose to supplement SDI benefits with sick leave. If the employee is absent for a reason that qualifies for Paid Family Leave (PFL) payments, the employee may choose to supplement PFL benefits with sick leave.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When an employee reports a work-related illness or injury, he/she will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial

medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If the employee has accrued and unused sick leave, the additional absences from work can be paid with the use of sick leave. If the employee does not have accrued, paid sick leave or has used all sick leave, he/she may choose to substitute vacation or other paid time off for further absences from work, related to the illness or injury.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: LEAVES OF ABSENCE**

**POLICY #305**

## **POLICY**

All leave time covered under this policy must be requested from Human Resources and approved by the Executive Director or authorized designee.

## **GUIDELINES**

### **1. Emergency Leave**

Emergency is defined as the death, major medical event or serious illness of a member of the employee's immediate family (spouse, child, step-child, foster child, sibling, parent, step-parent, foster parent, or any other person sharing the relationship of in loco parentis, and when living in the household of either parent-in-law, grandparent, grandchildren, and a registered domestic partner and their children) or a personal catastrophe affecting the employee.

In an emergency as described above, up to three (3) days off with pay may be approved by the Executive Director or authorized designee and charged to the employee's sick leave.

Employees will receive one (1) day off with pay and may use compensatory time, vacation, management or personal leave time to attend a funeral for a friend or relative outside their immediate family.

Employees must secure approval from the immediate supervisor prior to the requested leave and must submit a leave request form for emergency leave. If submitting a form before taking time off is not possible, the employee must do so within three working days following the employee's return to work. The employee must provide appropriate documentation as proof for the reason of the absence.

The employee must provide the following information to the supervisor: nature of emergency, name of person, relationship, name, address and phone number of hospital, mortuary or organization handling the case and an estimate of time off required.

### **2. Family and Medical Leave**

The Agency may grant regular employees (including probationary employees) up to twelve (12) workweeks of unpaid time off in a 12-month period for the employee's own serious health condition, for the serious health condition of the employee's immediate family member, such as child, parent, spouse or registered domestic partner, or their child, or for baby/child bonding after the birth, adoption, or foster care placement of an employee's child.

If possible, the employee must provide at least 30 days' advance notice for foreseeable events (such as a planned medical treatment for the employee or the employee's family member, or the expected birth, adoption, or foster placement of a child). For events that are unforeseeable, the employee

must notify the Agency, at least verbally, as soon as he/she learns about the need for a leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy.

The Agency will require a medical certification from the health care provider of the employee or the employee's immediate family member who has a serious health condition before approving a medical leave or leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

The Agency may require a birth certificate of the new-born child or adoption or foster care papers before approving a leave for bonding with a new child. If a leave is taken for the birth, adoption or foster care placement of a child, the employee must conclude the leave within one year of the birth or placement for adoption or foster care.

**A. Accrual of Benefits**

Employees on a family or medical leave will not accrue sick leave, vacation, or holiday benefits during the period of the unpaid absence. All Agency benefits will continue to accrue during the period of integration with State Disability Insurance or Paid Family Leave benefits and accrued vacation/sick leave.

**B. Health Insurance Coverage during Family or Medical Leave**

The Agency will continue to provide up to twelve (12) weeks of coverage under any health benefit plan during family medical leave at the same level as if the employee were actively working.

**C. Use of Sick Leave and Other Paid Leave**

The employee may use any accrued unused sick and/or any other accrued unused leave (if otherwise eligible to take the time) during a Family or Medical Leave.

**D. Return to Work from a Medical Leave**

Under most circumstances, upon submission of a medical certification that an employee is able to return to work from a family or medical leave, an employee will be reinstated to the same position held at the time the leave began or to an equivalent position, if available. An employee returning from a family or medical leave has no greater right to reinstatement than if the employee had been continuously employed.

**3. Pregnancy Disability Leave of Absence**

If an employee becomes unable to perform the duties of their position as a result of a medical disability related to pregnancy, childbirth, or related medical conditions, the employee may be eligible for placement on pregnancy disability leave (PDL). The leave of absence will be extended to the employee for the duration of the disability, up to a maximum of four (4) months, measured



from the onset of the disability. Any leave does not need to be taken in one continuous period of time.

**A. Notice of Pregnancy Disability Leave**

An employee planning to take PDL should advise their supervisor as early as possible. The individual should make an appointment with the supervisor to discuss the following conditions:

**Duration and Scheduling of Leave:** Employees who need to take PDL must inform the Agency when a leave is expected to begin and how long it will likely last. If the need for a leave is foreseeable, employees must provide notification at least 30 days before the medical or pregnancy disability leave is to begin. Employees must consult with Human Resources regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the Agency's operations. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practical.

**Change of Work Assignment:** In the case of a pregnancy disability, upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

**Job Duties:** In the case of a pregnancy disability, requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached and the accommodation does not create undue hardship for the Agency.

**Temporary transfers:** Temporary transfers due to pregnancy disability will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

**Physician Certification:** PDL usually begins when ordered by the employee's physician. The employee must provide the Agency with a certificate from a health care provider. The certification should contain:

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

**Return from Leave:** Leave returns will be allowed only when the employee's physician sends a release.

**Use of Sick Leave and Other Paid Leave:** The employee will be required to use any accrued unused sick leave and will be allowed to use any other accrued leave (if otherwise eligible to take the time) during a PDL.

**Duration of Leave:** The duration of the leave will be determined by the advice of the employee's physician. Employees disabled by pregnancy and/or related medical condition may take up to a maximum of four (4) months off. Part-time employees are entitled to leave on a pro-rata basis. The four (4) months of leave include any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

**Other Employment:** An employee on PDL may not accept outside employment without the express written approval of the Executive Director or authorized designee.

**B. Pregnancy Disability Leave Time Periods**

PDL does not need to be taken in one continuous period of time and may be taken in increments of not less than one hour.

**C. Accrual of Benefits**

Employees on PDL will not accrue sick leave, vacation, or holiday benefits during the period of the unpaid absence. All Agency benefits will continue to accrue during the period of integration with State Disability Insurance benefits and accrued vacation/sick leave.

**D. Health Insurance Coverage during Medical or Pregnancy Disability Leave**

The Agency will continue to provide up to four (4) months of coverage under any health benefit plan during Pregnancy Disability Leave at the same level as if the employee were actively working.

**E. Return to Work from a Pregnancy Disability Leave**

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

**4. Organ and Bone Marrow Donor Leave**

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

Employees may take up to thirty (30) workdays of leave in any one-year period for the purpose of donating an organ to another person. Employees may take up to five (5) workdays of leave in any one-year period for the purpose of donating bone marrow to another person.

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

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family or medical leave as described above.

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

The Agency requires that employees taking leave for organ donation use two (2) weeks of accrued but unused sick leave and/or vacation.

The Agency requires that employees taking leave for bone marrow donation use five (5) days of accrued but unused sick leave and/or vacation.

Once a donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

#### **4. Management Leave**

Senior management employees (i.e. Deputy Directors and the Director of Finance and Administration) may receive paid management leave of up to 80 hours per year at the sole discretion of the Executive Director or authorized designee. The leave is intended to compensate senior management employees who are frequently required to attend work-related meetings outside of normal working hours on a regular basis or over a specified period of time, especially evening and weekend meetings.

The amount of leave will be determined by the Executive Director based on each employee's function and the number of off-hour meetings he/she is required to attend. No employee shall be eligible to receive more than the amount of their annual Management Leave. Allocated Management Leave must be used in the fiscal year it was received and does not carry over into the next fiscal year. The fiscal year starts on July 1 and ends on June 30 of each year.

Use of Management Leave shall be at the discretion of the Executive Director and approved on a case-by-case basis.

#### **5. Jury and Witness Duty**

Employees who are subpoenaed to appear as jurors or witnesses in court cases, other than those of a personal nature, will be paid their full salaries, provided that they turn in to the Agency all juror fees or witness fees, other than mileage allowance, received.

The employee is required to report to work if, at the time he/she is released, more than two (2) hours remain to their workday. Upon return, the employee should submit the stamped verification of jury duty receipt issued by the Court. The employee should submit to his/her immediate supervisor a completed leave request form which indicates the day (s) required for attendance if known beforehand or submit the leave request form immediately after.

## **6. Voting Time**

The Agency wishes to support and encourage employees in their opportunities and responsibilities as citizens to cast their ballots in general election years. Under most circumstances, it is possible for employees to vote either before coming to work or after the end of the workday. If the employee does not have sufficient time outside of working hours to vote at a State-wide election, a maximum of two hours time off with pay at the beginning or end of the regular work day will be given. The employee must request this time off at least two (2) working days before the election if this time off is necessary.

## **7. Military Leave**

An employee who is a member of the Reserve Corps of the Armed Forces of the United States or of the National Guard will be allowed time off in accordance with current provisions of Federal and State laws and regulations. An employee will be provided up to thirty (30) days with pay. Employees may be entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time required by law. An employee whose spouse is a member of the Reserve Corps of the Armed Forces of the United States or of the National Guard may be entitled to leave under certain circumstances; if the employee should contact the Executive Director or designated employee for exact reinstatement.

## **8. Volunteer Civil Service Personnel**

Employees will be allowed to take time off to perform emergency duty as a volunteer firefighter, peace officer or emergency rescue personnel. They are also eligible to take unpaid leave for required training. If an employee is an official volunteer firefighter, he/she should alert Human Resources that they might have to take time off for emergency duty. When taking time off for emergency duty, the supervisor should be advised before doing so when possible. Time taken in such an emergency will be considered administrative time and must be approved by the Executive Director or authorized designee.

## **9. School Visits**

Each school year, employees who are parents or guardians of any child in kindergarten or grades 1-12, are allowed up to eight (8) hours unpaid time off work per month, with a maximum of 40 hours per school year, to participate in any child's school activities.

## **GUIDELINES**

- A. The employee should give reasonable notice for the planned time off.

- B. Although the time off is unpaid, employees may use vacation, personal or compensatory time to cover the time taken for the school visit(s).
- C. The employee must provide, upon the Agency's request, written verification of parental participation specifying the date and time of the activity.
- D. Employees whose child has been suspended from school will be allowed time off to appear at the school in connection with that suspension after giving reasonable notice to the supervisor.

## **10. Victims of Domestic Violence or Sexual Assault**

Employees who are a victim of domestic violence or sexual assault are allowed to take unpaid time off for certain purposes, including but not limited to, medical/psychological care, crisis counseling, safety planning or relocation, and obtaining a (temporary) restraining order. Employees may use accrued vacation time to take time off.

Employees who need to take time off must give the Agency reasonable advance notice of their intention unless reasonable notice is not feasible. If the time off is an unscheduled absence, the employee may be required to notify their supervisor as soon as possible of their absence and provide documentation to the Agency within a reasonable time after the absence. Acceptable documentation includes a police report, court order or other evidence from the court, or a note from a medical professional, domestic violence advocate, health care provider, or counselor.

Under no circumstance can an employee take more unpaid time off than allotted under the Medical and Pregnancy Disability Leave of Absence policy, see section 2. above).

## **11. Victims of Crime**

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- The crime must be a violent or serious felony, as defined by law; and
- The employee must be the victim of a crime, or must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim.

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

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

The absence from work must be in order to attend judicial proceedings related to a crime listed above.

Before the employee is absent for such a reason, he/she must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

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

Any absence from work to attend judicial proceedings will be unpaid, unless the employee chooses to take paid time off, such as accrued vacation or sick leave, or any other accrued paid time off.

***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: EDUCATIONAL ENHANCEMENT**

**POLICY #306**

**POLICY**

The Agency encourages and supports employees who desire to further their professional and personal development with education courses that enhance their skills in their present positions.

**GUIDELINES**

**1. Eligibility**

The course must be job-related. The employee must obtain approval from the immediate supervisor and the Executive Director or authorized designee prior to starting the class.

Class and study time must be outside the employee's regular working hours.

**2. Reimbursement Amount**

Tuition reimbursement assistance is available to all full-time regular employees after completing probation.

The Agency will provide reimbursement up to 90% of the course fee per academic year up to a maximum of five hundred dollars (\$500).

Forty-five percent (45%) of the amount will be reimbursed at the time of enrollment with the remaining forty-five percent (45%) being reimbursed upon completion of course.

Reimbursements for expenses include tuition, books and fees.

Reimbursement is contingent upon successfully completing the pre-approved course of study with a "pass" or "C" grade.

Reimbursement for graduate level course work is considered taxable income by the Internal Revenue Service.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #307**

**SUBJECT: DEPENDENT CARE ASSISTANCE PROGRAM (DCAP)**

## **POLICY**

The Dependent Care Assistance Program (DCAP) is an Internal Revenue Service (IRS) approved tax savings program that assists employees with childcare or other eligible dependent care payments. It is especially helpful for families with incomes above \$25,000.00 and is designed to help pay expenses on a pre-tax, salary set aside basis.

## **GUIDELINES**

1. Under the DCAP, the employee requests that a portion of salary be set aside prior to taxes on the gross amount of salary. The tax-free salary dollars are then reimbursed to the employee for eligible dependent care expenses. There is no employer (Agency) contribution to this program.
2. Reimbursable expenses must meet the conditions of IRS Code Sections 21 and 129, as follows:
  - A. The dependent care must be necessary to enable the employee or his/her spouse, if married, to be gainfully employed.
  - B. If single or married and filing jointly, the maximum amount an employee may be reimbursed is \$5,000 per calendar year. If married and filing separately, the maximum is \$2,500 per calendar year.
  - C. If the employee is divorced or separated and files a separate tax return, (1) an eligible dependent must live in the home for more than six months of the year, (2) the employee must pay more than half the cost of maintaining the household, and (3) the employee's spouse cannot live in the home during the last six months of the tax year.
  - D. If a day-care facility being used provides care for more than six individuals who do not live within the facility, it must comply with all applicable State and local laws.
  - E. Payments for care provided by a person who qualifies as an exemption for the employee for tax purposes or to an employee's child under age 19 are not eligible expenses.
  - F. The employee has 90 days after the end of the Plan Year to request reimbursement of expenses incurred. Any amount not used will be forfeited.
  - G. Reimbursement claims must include either the provider's Social Security Number or Employer Identification Number.

All Agency employees are eligible to participate in the DCAP program. Eligible dependents include (1) any child under age 13 who is in the employee's custody and is claimed on the employee's tax return and (2) any individual (child or parent) who is mentally or physically handicapped, living in

the employee's home and meets the above IRS rules and regulations, and is claimed on the employee's tax return as a dependent.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: CATASTROPHIC LEAVE**

**POLICY #308**

## **POLICY**

The Agency has initiated a program that establishes a sick leave bank from where eligible employees may receive benefits in cases involving catastrophic or long-term illnesses or injuries.

This program is a voluntary program provided to a specific employee for continued income during absences related to catastrophic illness or injury that requires hospital confinement or extensive medical care of the employee.

It is also a confidential program. The donor of the benefits will only be made aware of the total contribution provided; individual donations will be considered confidential.

## **GUIDELINES**

1. To receive donated leave, the employee must have exhausted all sick, vacation, compensatory time off, management and personal leave. An exhausted accrual balance by itself is not sufficient justification for requesting leave donation.
2. Donations to a recipient will be made in no less than 8-hour increments. Leave donations may be deducted from the donor's sick leave accrual balance. At no time should a donating employee's sick leave balance go below 40 hours as a result of a leave donation.
3. The dollar value of the time donated will be computed based on the donor's hourly rate of pay, divided by the recipient's hourly rate to determine the number of hours available to the recipient. Such cash amounts will be treated as taxable income to the recipient.
4. Leave donations will be deducted from the leave balance of the contributing employee after the employee submits the Catastrophic Leave Form authorizing the exchange.
5. Donated leave will be from the employee's sick leave accrual.
6. The Agency provides both Short-term and Long-term Disability insurance coverage. The intent of this program is to assist the employee with wage replacement up to, but not including such time that long-term disability leave insurance becomes available to the employee.
7. There will be no accrual of sick, vacation or holiday leave during the time period that an employee is receiving catastrophic leave benefits.
8. Employees receiving donated leave will not be required to pay the leave back.

9. This policy does not cover time off due to pregnancy-related disability leave that does not involve a serious illness or injury of the employee.

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #309**

**SUBJECT: USE OF PAID TIME OFF BENEFITS WHILE ON  
FAMILY CARE, MEDICAL OR DISABILITY LEAVE**

## **POLICY**

Employees can use accrued and unused Paid Time Off (PTO) before taking unpaid leave, or having unpaid absences, while on Family Care, Medical, or Pregnancy Disability Leave. PTO includes vacation time, sick leave, comp time, management leave, and floating holidays. If the employee is receiving wage replacement through a disability leave plan (such as State Disability Insurance, short-term disability, or long-term disability), accrued and unused PTO can be integrated with disability benefits.

Employees who are absent due to Family Care, Medical, or Pregnancy Disability Leave may be eligible for State Disability Insurance (SDI) benefits. SDI payments do not begin until after an employee has been absent from work for seven (7) calendar days. If the employee has accrued and unused PTO, that PTO time can be used for the first five (5) working days before SDI benefits begin.

SDI benefits do not replace all usual wages. After the first seven (7) calendar days of being absent (SDI non-payable waiting period), the employee may choose to supplement SDI benefits with accrued PTO. The amount to be supplemented will be calculated by using the employee's regular salary and subtracting the estimated SDI benefit amount as determined by the State of California Employment Development Department (EDD) benefit chart (publication DE 2589). The dollar amount used to supplement wages will be converted to hours based on the employee's salary and the hours will be deducted from the appropriate PTO balances until no balances remain, or if the agency is notified, in writing, by the employee to discontinue supplementing wages with PTO. Unless prior arrangements are made by the employee and the agency, the PTO hours will be used in the following order: sick leave, comp time, management leave, floating holidays, vacation time until all unused PTO is exhausted. No supplemental payments will be made once all PTO hours have been used.

Employees who are absent because of their own disability may also be eligible for short-term or long-term disability benefits in addition to SDI. There is usually a 30-day non-payable waiting period prior to receiving short-term or long-term benefits [the waiting period for LTD is usually 90-180 days]. Employees may choose to supplement wages as stated above during this non-payable period. If the employee has been approved for short or long term disability benefits, the employee is no longer eligible to receive supplemental pay from the agency beginning on the day supplemental STD or LTD benefits begin.

PTO is a benefit that can also cover absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When an employee reports a work-related illness or injury, he/she will be sent for medical treatment, if treatment is necessary. The employee will be paid regular wages for the time spent seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed

appointments will not be paid as time worked. If the employee has an accrued and unused PTO balance, the additional absences from work can be paid with the use of that PTO.

## **GUIDELINES**

The integration of PTO with any SDI, workers' compensation or other non-agency paid benefits must adhere to the following procedure:

1. If there is a non-payable waiting period (such as the first seven calendar days for SDI), the employee can use accrued and unused PTO to receive compensation during that time period. The employee's PTO compensation used for a full working day will only be issued for the expected non-payable waiting period regardless of when actual payments are received. It is the employee's responsibility to follow up with the other agencies providing benefits.
2. If the employee exhausts his/her accrued and unused PTO balances while waiting to receive state or other benefit payments, the Alameda CTC will not cover the additional time off and the employee must take the time off unpaid until benefit payments commence.
3. Under no circumstances will the Alameda CTC pay any PTO to an employee that the employee has not yet accrued.
4. If the employee chooses to use PTO for supplementing SDI or other benefit payments, the employee must submit a copy of all reports or notices accompanying the payments, or copies of the actual payments, to the Alameda CTC Finance Department within two (2) weeks of receiving each payment.
5. If the employee qualifies for multiple benefits (e.g. PTO, SDI, worker's compensation and/or short-term or long-term disability insurance), the employee is responsible for disclosing all information about the amounts received from each provider to each respective agency as requested. Those agencies may include the Alameda CTC Finance department, the state or Employment Development Department, workers' compensation insurance provider, and/or the agency's short-term or long-term benefit provider. Timely information must be provided so that these providers can integrate the benefits each provides with the other benefit payments. At no time will an employee be eligible for more than their normal full time rate of pay for any time period.
6. Upon receipt of the payment documents, the Alameda CTC will ensure that the PTO supplemented wages were not more than the employee's normal full time rate of pay for the time period. If the employee was overpaid, Alameda CTC will deduct the equivalent amount from the employee's next and subsequent paychecks until all overpayments have been rectified. At the same time, the Alameda CTC will convert the dollar amounts deducted into hours of PTO and replenish the employee's PTO accrued balance(s) originally used accordingly.
7. The employee is responsible for ensuring that he/she does not receive more than 100% of his/her normal salary/compensation.

8. Accruals for vacation, sick and holiday hours will continue as long as the employee is using accrued PTO and receiving pay from the Alameda CTC. PTO accruals will cease once the employee has exhausted all his/her PTO balances and is no longer receiving compensation or supplemental wages from the Alameda CTC, or once the employee is no longer eligible to receive supplemental pay (e.g. the 31<sup>st</sup> day of absence if approved for short or long term disability). No accruals will occur if the employee declines to use PTO time for the non-payable waiting period or for supplementing wages.

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**SECTION IV:  
RULES AND REGULATIONS**



***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: EMPLOYMENT OF RELATIVES**

**POLICY #401**

**POLICY**

The Agency has a strict policy regarding the hiring of and other employment actions regarding employees' relatives. The purpose of the policy is to avoid any real or perceived conflicts of interest.

**GUIDELINES**

Members of the immediate family of elected or appointed Agency Board of Commissioners members or alternates will not be appointed to Agency employment.

Members of the immediate family of regular employees will not be appointed to the same division, nor will they be transferred, promoted or demoted into the same division, nor be placed in such a position as to evaluate a relative or be in the same line of supervision, if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. Each situation will be addressed based on the individual circumstances of that situation.

Members of the immediate family of regular employees will not be hired on a temporary basis.

If two employees become married or become otherwise directly related, causing actual or potential problems such as those described above, only one of the employees will be retained with the Agency, 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 the Agency. If this decision is not made within the time allowed, the Executive Director or authorized designee will make the decision, taking the employment history and job performance of both employees into account.

The Agency defines "relatives" as spouses, children, siblings, parents, in-laws, grandparents, grandchildren, step-relatives, and registered domestic partners and their children. For purposes of this policy, individuals in a romantic relationship will be treated like relatives.

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***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: EMPLOYEE DATING POLICY**

**POLICY #402**

**POLICY**

Consensual romantic relationships between employees are discouraged. Such relationships can lead to problems with morale, decreased productivity and increased liability. The Agency has a strong policy against sexual harassment and is concerned that consensual romantic relationships might potentially violate the policy. The Agency wants to prevent sexual harassment from occurring in the workplace.

**GUIDELINES**

Individuals in supervisory or other influential roles are prohibited from participating in romantic relationships with subordinate employees of any department due to the importance of the appearance of fairness, their access to sensitive information, and their ability to influence others.

To help prevent sexual harassment, employees who enter into consensual romantic relationships must:

- Notify Human Resources;
- Review the sexual harassment policy and sign an acknowledgment that they have done so; and
- Sign a consensual relationship agreement, stating that (a) the relationship is voluntary, (b) the employees will abide by the sexual harassment policy, (c) the employees will behave professionally at work, (d) the relationship will not affect work, and (e) they will not engage in offensive workplace behavior.

In addition to the above, the Employment of Relatives Policy (#401) will also apply.

Violation of these guidelines will subject the employee to discipline up to and including termination of employment.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: SUBSTANCE ABUSE**

**POLICY #403**

## **POLICY**

The Agency is committed to protecting the health, well-being and safety of employees and the public from the hazards caused by misuse of drugs and alcohol. Accomplishing this goal requires the full commitment and support of all levels of management as well as the support of all employees.

The Agency complies with Federal regulations and maintains a Drug-Free Workplace. This policy prohibits unlawful manufacturing, distribution, possession, sale or use of controlled substances at work and also requires that employees convicted under a criminal drug statute for any incident at work to notify Human Resources within five (5) days of conviction.

For the purposes of this policy, a drug will be considered an “illegal drug” if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Legally prescribed medications are only excluded from this rule and permitted to the extent that the use of such medications does not adversely affect the employee’s work ability, job performance, or the safety of that individual or others.

## **GUIDELINES**

The following policy on substance abuse is adopted as an initial step toward reaching this goal:

1. Employees shall not possess, use, furnish, sell, or offer alcohol, illegal drugs or other controlled substances (as defined under Federal and California Law) while on the job or on Agency premises. An employee who has distributed, sold, or offered illegal drugs or controlled substances while on the job or on Agency premises will face termination of employment. Possession or use of illegal drugs or controlled substances and the use of alcohol by an employee while on the job or on Agency premises will be cause for disciplinary action, up to and including termination of employment.
2. Employees who see, observe or encounter evidence that employees possess, use, or are involved in distribution, selling, or offering illegal drugs while on the job or on Agency premises shall report this information to the employee’s supervisor, and/or Human Resources. Any questionable substance found will be submitted to the appropriate law enforcement agency for testing and employees distributing, selling, using or possessing such illegal substances may be subject to criminal investigation.
3. Employees who engage in off-the-job or off-premises alcohol or illegal drug activity that impairs their work performance, causes damage to Agency premises, jeopardizes their own safety or that of co-workers, or the general public, or undermines the public’s confidence in

the Agency to provide service will also be subject to disciplinary action, up to and including termination of employment.

4. Employees are required to perform their duties in a safe and efficient manner, and supervisors have a responsibility to ensure that this is done. If a supervisor becomes aware that an employee is working in an unsafe manner, the supervisor is responsible for taking those actions necessary to ensure that safe work conditions are maintained.
5. Employees who are using prescription drugs or other medication that may affect their ability to work safely are responsible for bringing the matter to their supervisor's attention. Supervisors should be alert to the effects of medication or illness on an employee's capabilities to perform work safely and efficiently.
6. Employees and supervisors are encouraged to seek assistance before drug or alcohol abuse affects job performance. If an employee comes forward, prior to disciplinary action, and requests time off without pay to address that problem, the Agency may provide assistance in identifying appropriate treatment programs and will make reasonable accommodation to assist the employee. Participation in a program is at employee expense, although some health plans may partially cover some expenses.
7. An employee's participation in an assistance program does not relieve the employee of responsibility to meet work performance requirements.
8. An employee reporting to work under the influence of alcohol or other substances will be sent home for the day without pay.
9. Gifts of alcohol will be removed from the premises as soon as possible.
10. Prescribed drugs will be allowed only when taken according to a physician's prescription when such use will not adversely affect the employee's ability to properly and safely perform his or her duties.
11. Employees are expected to fully cooperate in any interview or investigation of possible violation of the substance abuse rules. The Agency reserves the right to require employees, while on duty or on Agency owned or leased properties, including the parking lot, to agree to inspections of Agency property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy. An employee's refusal to consent to such an inspection or to otherwise cooperate in a proper investigation conducted under this policy is grounds for discipline, up to and including termination of employment.

### **Inspections to Administer and Enforce Policy**

To promote a safe, productive and efficient work place, the Agency reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials. The Agency also reserves the right to inspect lockers, desks, Agency vehicles, personal vehicles on



Agency property, packages, lunch boxes, containers, articles in such areas, and other objects brought onto Agency premises that might conceal alcohol, illegal drugs, and/or other inappropriate materials.

An employee may be asked to submit to testing procedures designed to detect the presence of drugs and/or alcohol if he/she is acting in a manner that leads to a suspicion that he/she either possesses, controls, or is under the influence of a drug and/or alcohol or has been involved in the use, possession, and/or sale of drugs or alcohol in Agency controlled areas, on Agency owned property or while on duty.

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***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: SMOKING**

**POLICY #404**

**POLICY**

In accordance with County of Alameda Ordinance No. 0-92-78, smoking is prohibited within any public building. Smoking is allowed on the sidewalk in front of the building as long as doorways and walkways are not blocked or littered.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: GRATUITIES**

**POLICY #405**

## **POLICY**

An employee's obligation under this policy is in addition to and does not in any way change his/her obligation under the Agency's Business Ethics Policy (*Policy #108*).

An employee may not receive a gratuity from any individual, organization, or vendor doing business with the Agency that has an estimated aggregate value of more than fifty dollars (\$50) per occasion. All gratuities received or offered to the employee should be reported to the employee's supervisor.

Gratuities in excess of \$50 in value should be refused or returned and the offer should be reported to the supervisor.

For the purpose of this policy, a gratuity is defined as a gift or service rendered to an individual. Gifts include, but are not limited to money, candy, alcoholic beverages, tickets to events, trips, or the use of equipment or property.

If an expression of appreciation is accepted, the employee is encouraged to present and share it with the entire staff.

Employees are required to comply with the Political Reform Act of 1974 and file Form 700-FPPC, which is a public document intended to disclose potential conflicts of interest.

Minor unsolicited gifts that may be accepted by employees are:

- Unsolicited promotional materials or advertising of nominal value such as calendars, notepads, coffee mugs, or pens;
- Food or refreshments of modest value offered as part of a reception, banquet, or social event, provided on an infrequent basis in the ordinary course of business; if the refreshments, meal, reception, or banquet occurs in an open setting, and the food or refreshment is also offered to other participants and/or attendees;
- Gifts of minimal value that are given without any expectations of special service or favorable decision-making;
- An occasional lunch or dinner provided as part of a meeting where Agency business is discussed, and the cost of the employee's share of the meal is less than \$50;
- Gifts of informational material provided to assist the employee in the performance of his or her official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars); or
- Gifts of similar value exchanged between the employee and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #406**

**SUBJECT: SECURITY AND PRIVACY**

## **POLICY**

Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, software, communication systems including E-mail, office telephones, modems, facsimile machines and duplicating machines are Agency property and must be maintained according to this policy. Because all these items are Agency property, employees do not have, and should not expect, any right of privacy regarding this property or the contents of the property.

## **GUIDELINES**

### **1. Neatness**

All work areas and items must be kept clean and are to be used only for work purposes, except as provided in this policy.

### **2. Right of Inspection**

The Executive Director or authorized designee reserves the right, at all times, and without prior notice, to inspect and search any and all Agency property for the purpose of determining whether this policy or any other Agency policy has been violated, or whether further inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with State and Federal laws. Such inspections may be conducted before, during or after business hours.

### **3. Prior Authorization**

Prior authorization must be obtained from the Executive Director or authorized designee before any Agency property may be removed from the premises.

### **4. Use of Telephones and Mail**

#### **A. Agency-maintained systems**

Agency phones and voicemail systems including texting, pagers, and mobile email are maintained by the Agency in order to facilitate Agency business. Therefore, all messages sent, received, composed, and/or stored on these systems are property of the Agency.

#### **B. Personal use extremely limited**

These systems are to be used by employees in conducting business. Personal use of the systems is allowed to a limited degree. Abuse of telephone privileges may result in disciplinary action, up to and including termination of employment. Any personal long distance call should only be made using a personal billing card.

**C. Privacy not guaranteed**

The Agency reserves the right to access an employee's voice-mail (outgoing and incoming), email messages and Agency computer at any time. The existence of a password on any system is not intended to indicate that messages will remain private.

**D. Erasure not reliable**

Employees should be aware that even when a message has been erased, it still may be possible to retrieve it from a backup system. Therefore, employees should not rely on the erasure of messages to assume a message has remained private.

**C. Harassment and discrimination**

Messages on the Agency's voice-mail and email systems are subject to the same policies regarding harassment and discrimination, as are any other workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated.

The use of employer-paid postage for personal correspondence is not permitted.



# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #407**

## **SUBJECT: COMPUTER AND E-MAIL POLICY**

The Agency's computer systems, including any voicemail or E-mail systems, are to be used for business purposes only. The Executive Director or authorized designee reserves the right to listen to voice mail messages and to access, copy and retain e-mail messages to ensure compliance with this rule, with or without notice to the employee and/or in the employee's absence.

### **1. Use of Agency Equipment**

Employees are permitted to use Agency equipment for occasional, non-Agency purposes during rest and meal periods. Nevertheless, the employee has no right of privacy as to any information or file maintained in or on Agency property or transmitted or stored through the Agency's computer systems, voice mail, E-mail, cell phones, iPhones, other smart phones or PDAs, or other technical resources.

### **2. Review of Computerized Information**

For business necessity and/or for reasonable cause, the Executive Director or authorized designee may inspect, investigate or search employees' computerized files or transmissions, voice mail, or E-mail. The Agency may override any applicable passwords or codes in accordance with the best interests of the Agency and its employees.

### **3. Computer Privacy**

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of the Agency, or improper use of information obtained by unauthorized means, may be cause for disciplinary action, up to and including termination of employment.

### **4. Software and Hardware Inventory Procedures**

The Agency has established a procedure that establishes an inventory for all computer hardware equipment and software applications on-hand and also used by on-site consultants' facilities. The inventory is done regularly.

### **5. Software Licensing**

The Agency's policy is to purchase appropriate software licenses for each computer program required for employees to perform their job functions in a timely and efficient manner. It is the Agency's policy to respect all computer software copyrights and adhere to the terms of all software licenses. Software may only be installed on hardware explicitly allowed under the terms and conditions of that particular software's license. Normally, the software is copyrighted by the

software developer, and unless explicitly allowed by an existing license, the Agency or its employees have no right to make copies of the software except for backup or archival purposes.

For a copy of the Agency's Computer Software Policy, contact Human Resources.

## **6. Use of Electronic Media**

Electronic communication/media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose that is illegal, against Agency policy or not in the best interest of the Agency and its employees.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, commercial/political/religious solicitations, office gossip or related actions will be subject to disciplinary action, up to and including termination of employment.

While employees may occasionally use electronic mail for personal messages, such messages are also property of the Agency and will be treated no differently from any other messages. The Agency reserves the right to access and disclose all messages sent over its electronic mail system.

## **7. Internet use**

Access to the Internet is provided for business reasons. Incidental and occasional personal use of the internet is permitted by the Agency and should be used with discretion. No use of Internet resources shall include accessing areas, including but not limited to web sites, which are offensive or insulting. This includes areas that contain sexually explicit material, ethnic or racial slurs, or any material that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin or religious or political beliefs.

Employees may not download or access any material that violates another person or organization's copyrights. This includes, but is not limited to, software, images, and audio recordings (MP3, etc.). If the copyright or license status is unknown or in question, the employee is to presume that access would be a violation of this policy.

## **8. Computer Passwords**

Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Agency's ownership of the electronic information. Employees are to provide all passwords to the Executive Director or authorized designee, who will keep them confidential.

## **9. Remote Access**

Remote access to the Agency's network is a privilege granted only to appropriate users at the discretion of the Executive Director or authorized designee, and may be revoked at any time. It is the responsibility of the Remote Access user to ensure that unauthorized use does not occur at any time.

When using the Alameda CTC Remote Access technology, the authorized user must acknowledge that their remote machines are a de facto extension of the Agency's network and subject to the same rules, regulations and procedures that apply to Agency owned equipment.

## **10. Social Media**

The Agency does not use nor does it condone the use of social media in the workplace for any purpose other than work related and by authorized users. Social media is a set of Internet tools that aid in the facilitation of interaction between people on the Internet. Use of Internet based programs such as Facebook, Linked In, My Space or Twitter (this is not meant to be an exhaustive list – if employees have specific questions about which programs the Agency deems to be social media, they can consult with their supervisor or Human Resources) for any other use than official Agency business is a violation of Agency policy and use of these programs either on Agency owned property or on employees' personal property during work hours on the work premises can result in disciplinary action, up to and including termination of employment.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #408**

## **SUBJECT: CONFIDENTIALITY AND PROTECTION OF PROPRIETARY INFORMATION**

### **POLICY**

The protection of proprietary information is essential both for the Agency and employee security. In the course of the employee's work, the employee may have access to confidential and proprietary information regarding the Agency, its officers, affiliates, suppliers, customers and fellow employees. To protect such information, the employee may not disclose such information at work except as necessary to perform his/her duties. The employee must not under any circumstances reveal this information outside of the Agency without prior approval by the Executive Director or authorized designee. Such information can be used only to perform the employee's job duties within the Agency.

### **GUIDELINES**

Proprietary information includes, but is not limited to, the following examples:

- Computer processes;
- Computer programs and codes;
- Customer lists;
- Financial information;
- Marketing strategies;
- New materials research;
- Pending projects and proposals;
- Proprietary production processes;
- Research and development strategies; and
- Technological data.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #409**

**SUBJECT: SAFETY AND WORKPLACE VIOLENCE**

## **POLICY**

The Agency has developed this policy to help maintain a safe workplace. This safety policy is intended to keep the Agency's employees safe and to protect its possessions, confidential information and equipment.

## **GUIDELINES**

1. Employees must be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits. Employees must report any suspicious persons or activities to Human Resources.
2. Threatening or intimidating behavior, threats, or acts of violence will not be tolerated and may be grounds for immediate termination of employment, arrest and prosecution, or a civil harassment action. Any individual who engages in threatening behavior or violent acts (or who makes comments about inflicting self-harm or harming others) while on Agency property will be removed from the premises and may not return until the incident is fully investigated. The Agency reserves the right to have any such incident assessed by a professional who specializes in threat assessment.
3. Threats to or intimidation of employees in the workplace by individuals outside the Agency are also not tolerated and must be reported to Human Resources. This may include acts of domestic violence and threats of harm from customers or vendors toward employees or Agency property.
4. If an employee witnesses or receives a threat, or learns that another person has witnessed or received a threat, he/she must notify their supervisor or Human Resources immediately. Reports must be made of all incidents no matter who was involved or their relationship to each other. If an employee applies for or obtains a protective or restraining order that lists Agency locations as protected, he/she must provide a copy to Human Resources. The Agency understands the sensitivity of such information and uses confidentiality procedures that recognize and respect employees' privacy.
5. Employees must secure their desk, office or vehicle at the end of the day. When called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around the workstation/vehicle that may be accessible. The Agency is not responsible for loss or damage to any personal property or equipment that is brought to an office location or Agency function.
6. The safety of the office as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential safety risks. Employees should immediately

notify management when unknown persons are acting in a suspicious manner in or around the office.



***HUMAN RESOURCES POLICY***  
***ALAMEDA CTC***  
**SUBJECT: VISITORS AND SOLICITATIONS**

**POLICY #410**

**POLICY**

To prevent inconvenience and disruption in operations and to ensure efficient operation of Agency business, it is necessary to control visitations and solicitations on Agency property.

**GUIDELINES**

**1. Visitors**

All visitors must be met at the reception desk by the employee and escorted to and from the employee's worksite. Personal visits by friends and relatives should be kept to a minimum and be of short duration, preferably during break and meal periods. Visitors who are disruptive to the office or its employees should be reported to Human Resources and will be asked to leave.

**2. Employee Solicitation**

It is against Agency policy to use Agency stationery, supplies or equipment (including bulletin Board of Commissioners, photocopy machines, fax machines, interoffice mail, etc.) for solicitation or distribution of other business or charitable items or offers.

Employees may not solicit during working time for any purpose. Employees may not distribute literature at any time for any purpose in working areas. Working time includes the working time of both the employees doing the soliciting or distributing and the employee to whom the solicitation or distribution is being directed. Working time does not include break periods, meal periods, or any other specified periods during the workday when employees are not engaged in performing their work tasks.

**3. Non-Employee Solicitation**

Solicitation or distribution of literature by non-employees of the Agency is prohibited. Access to working areas is limited to employees, on-site consultants, and authorized personnel.

Individuals from organizations representing outside interests may not conduct their business on Agency premises unless authorized by the Executive Director or authorized designee. This includes service organizations; community and education groups; product and sales organizations; and any other club, group or organization.

A supervisor should politely but firmly ask the visitors to leave and call Security to report solicitors in the building.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: WORKPLACE ATTIRE**

**POLICY #411**

## **POLICY**

An employee's personal appearance reflects the Agency's image to the public, applicants, consultants, visitors and other employees. All employees are representatives of the Agency and therefore impact the Agency's image as a professional organization. Personal appearance includes grooming, cleanliness and appropriate attire. Employees are expected to dress in professional office clothing and maintain a businesslike and well-groomed appearance.

Attire that is considered "business casual" is acceptable for normal office activities.

We strive to maintain a fragrance-free workplace. Employees may not wear any of the following in the workplace or when on the job, regardless of location, if they may come in contact with customers or coworkers: cologne, after shave lotion, perfume, perfume.

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***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: MEDIA CONTACT**

**POLICY #412**

**POLICY**

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Executive Director, Deputy Director of Planning and Policy, or authorized designee may comment to news reporters or other media on programs, projects, policies or events that have an impact on the Agency. Otherwise, all media contacts and requests for information or interviews must be referred to the Executive Director or authorized designee.

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# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

***SUBJECT: WORK FROM HOME***

***EFFECTIVE: JANUARY 11, 2019***

***POLICY #413***

The purpose of this policy is to outline eligibility requirements and required procedures to facilitate a work from home arrangement when appropriate.

Employees are expected to be in Alameda CTC's office Monday through Friday during business hours. However, working from home is a privilege which may be granted from time to time under special circumstances to employees whose job responsibilities are suited to such an arrangement.

This policy does not apply to work completed on mobile devices (smart phones, tablets, and laptops) while in transit or traveling for business or to employees who are required to work outside of the office and/or outside of normal business hours based on their job description (such as with employees dealing with traffic operations).

If an employee is granted the privilege of working from home, it does not change the basic terms and conditions of employment with Alameda CTC.

Alameda CTC reserves the right to revoke this privilege with or without cause or advance notice. Each request to work from home will be decided on an individual basis under the guidelines set forth below.

## **Eligibility Requirements**

Employees may be allowed to work from home if:

- The employee has demonstrated the ability to be self-supervised. Employees working from home will be held accountable for their work and productivity;
- The employee has satisfied the requirements in the attached Safety Checklist for Working From Home (Attachment A) and submitted the signed checklist to Human Resources; and
- The employee has submitted a written request to his/her department's Deputy Executive Director for the specific days to work from home and received prior written approval from their department's Deputy Executive Director.

Generally, work from home requests should NOT be approved when:

- The employee's productivity and/or efficiency are compromised when the employee is not in the office;
- The employee's past and/or present level of productivity is problematic;
- The employee has received disciplinary action or has a demonstrated attendance problem; or
- The employee is within the probationary period of employment.

If an employee works from home, they shall maintain a designated workspace. The employee is responsible for ensuring that their work space is safe, ergonomically suitable, and free from distractions and hazards as a condition for being allowed to work from home. Employees are covered by workers' compensation laws when performing work duties at their designated workspace during regular work hours. As such, an employee who suffers a work-related injury or illness while working from home must notify his or her supervisor and complete any required forms immediately.

Accommodations for working from home shall be at the employee's discretion and paid for with his or her own resources. The employee shall provide their own equipment required to work from home including computer, furniture, phone lines, internet connection, and other applicable equipment deemed necessary. The employee is responsible for any costs related to set-up requirements of the designated workspace, as well as maintenance and repair of their equipment.

Employees working from home may not engage in activities that would not be permitted at Alameda CTC's primary location, such as child, elder, or other dependent care.

While performing work from home, employees are not permitted to conduct in-person meetings in their home. Employees may take care of personal business during unpaid lunch periods, as they would at Alameda CTC's primary worksite.

Alameda CTC is not liable for loss or destruction that may occur in or to the employee's home. Alameda CTC is not liable for injury to third parties that may occur in the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

To ensure the security of Alameda CTC information, employees must access agency files through the secure Virtual Desktop Interface (VDI) only, and take all precautions necessary to secure privileged information and prevent unauthorized access to Alameda CTC's network. Alameda CTC's rules regarding the use of computers and the internet apply while an employee is working from home, regardless of whether the employee is using his or her personal equipment.

Employees working from home must be accessible —whether by phone or email—during core business hours and are expected to be available for all meetings deemed necessary by management.



## **Procedures for Making a Request To Work From Home**

An employee who wishes to work from home on any given day must:

- Have a completed and approved Safety Checklist for Working From Home on file with Human Resources (HR);
- Submit a written request for the specific date(s) to work from home to the Deputy Executive Director of the department in which they work, at least five (5) days before the date the employee requests to work from home except in emergency situations. (this request is the employee's confirmation that the conditions of his/her alternative work space continues to meet the standards in the checklist); and
- Receive prior written approval from the employee's Deputy Executive Director before working from home.

Employees who need to work from home due to unforeseen circumstances (e.g., temporary difficult commute) must submit a written request to the Deputy Executive Director of the department in which they work as soon as possible so that the request might be considered and approved.

Before approving a request to work from home, Deputy Executive Directors must ensure that the employee's job duties allow him/her to effectively work from home; that the employee meets all of the eligibility requirements of this policy; and that the employee has an approved Safety Checklist for Working From Home on file with HR.

## Attachment A

### Safety Checklist and Agreement For Working From Home

I, **[INSERT EMPLOYEE NAME]** (hereinafter, "Employee"), am responsible for ensuring that my work space is safe, ergonomically suitable, and free from hazards as a condition for being allowed to work from home. This checklist is designed to assess the overall safety of my home work space.

The employee must designate a work space and agrees to maintain this work space in a safe condition, free from hazards and other dangers. The designated work space will not be considered an extension of the Alameda CTC's work space. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

Employees who want flexibility to work from home must inspect their work space before making a request to work from home, complete the self-certification safety checklist below, and submit the checklist and agreement to Human Resources. Employees must complete and re-submit a checklist and agreement whenever changes to the work space may introduce new potential work space hazards. If any items are marked "No" below, this hazard must be corrected and a new check list completed before the employee will be allowed to work from home.

#### Interview Details

	YES	NO
1. Is the work space free from excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is adequate lighting (side or rear) provided at the work station?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is all electrical equipment free of recognized hazards that could cause physical harm?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is electrical system adequate for office equipment?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is electrical equipment grounded?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are surge protectors properly installed?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are aisles, doorways, and floors free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is there an exit that will allow a prompt exit in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are phone lines and electrical/extension cords secured safely) e.g., under a desk or along a baseboard)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the office space neat and clean?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is there a working fire extinguisher located nearby?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is there a working smoke detector installed?	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the work space secure and free from possible intrusion?	<input type="checkbox"/>	<input type="checkbox"/>
14. Are adequate first aid supplies readily available?	<input type="checkbox"/>	<input type="checkbox"/>

15. Has office furniture and equipment been set up in an ergonomically correct manner in accordance with OSHA guidelines at;    
[https://www.osha.gov/SLTC/etools/computerworkstations/checklist\\_evaluation.html?](https://www.osha.gov/SLTC/etools/computerworkstations/checklist_evaluation.html?)

Examples:

- a) The workstation and equipment can be adjusted so that user is in a safe and supportive work posture and can easily make changes in posture while performing tasks;
  - b) Work Station is arranged to promote neutral postures;
  - c) Seating is adjustable to accommodate the specific user;
  - d) Keyboard is at 90 – 100 degrees and adjusted to a horizontal or slightly negative slope;
  - e) Mouse is located right next to keyboard to be operated without reaching;
  - f) Monitor is directly in front of user 18 – 20 inches from eyes with top of screen at or slightly below eye level.
- 

I have read Alameda CTC's Work From Home Policy and understand and agree to the requirements therein. I have also completed a review of my designated work space to ensure that my work space is safe, ergonomically suitable, and free from hazards. I hereby certify that the information I provided above is true and correct to the best of my knowledge.

Employee

Name: \_\_\_\_\_

Best phone number to reach employee while telecommuting: \_\_\_\_\_

Employee

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

**To be completed by Deputy Executive Director and submitted to Human Resources**

Approved for telecommuting based on checklist requirements: Yes  No

\_\_\_\_\_  
Deputy Executive Director of Finance and Administration

\_\_\_\_\_  
Date

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**SUBJECT: DRIVING POLICY**

**POLICY #414**

## **POLICY**

When driving on Agency business, the employee should always obey the rules of the road and be courteous to other drivers and pedestrians. As further safety precautions, the employee may not drive on Agency business while under the influence of alcohol or drugs. For insurance purposes, the employee should notify the Executive Director or authorized immediately if he/she has received a D.U.I. conviction.

## **GUIDELINES**

### **1. Reimbursement When Using Own Vehicle for Agency Business**

Employees required to drive their own vehicle on Agency business shall be reimbursed for actual miles at the annually established rate by the Internal Revenue Service.

### **2. Use of Agency Vehicles**

- A. An Agency vehicle is to be used for Agency business only.
- B. The use of driver and passenger seat belts is mandatory.
- C. The Agency vehicle is to be driven only by licensed Agency staff while performing Agency business.
- D. The Agency vehicle shall be kept at the appropriate office location. The only exception shall be when an employee has authorization to use the vehicle for an overnight business trip and/or late night or early morning meetings that would cause a significant inconvenience to return the car.
- E. When an employee retains the car overnight, or over a weekend, leaving his/her personal vehicle at the Agency office, the employee is permitted to use the car for necessary local errands.

### **3. Injury/Accident When Driving on Agency Business**

If the employee is injured in an automobile accident while driving on Agency business, the employee must inform his/her supervisor immediately. Employees are required to maintain their own car insurance and a valid California Driver's License if they drive their own personal vehicle. Evidence of this documentation must be provided to the Agency at least once a year.

### **4. Vehicle Accident**

An employee or contract employee involved in an accident, however slight, while driving an Agency vehicle, must inform his/her supervisor immediately and complete a written report as soon as possible after the incident.

It is the responsibility of the employee's supervisor to ensure that this report is complete and submitted to the insurance carrier.

## **5. Use of Cell Phones and Text-Based Communication While Driving**

In the interest of the safety of our employees and other drivers, Agency employees are prohibited from using cell phones and/or writing, sending or reading text-based communication, including text messaging, instant messaging, and e-mail, on a wireless device or cell phone while driving on Agency business and/or Agency time.

If the employee's job requires that he/she keep a cell phone or other wireless device turned on while driving, the employee must use a hands-free device and safely pull off the road before conducting Agency business. Under no circumstances should employees place phone calls or conduct text-based communication while operating a motor vehicle while driving on Agency business and/or Agency time. Violating this policy is a violation of the law and of Agency policy.

**EMPLOYEE TRAVEL AND EXPENDITURE POLICY**

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## **POLICY**

This document establishes guidelines for expenditures authorized as business expenditures and business travel expenditures incurred by Alameda County Transportation Commission (Alameda CTC) employees.

## **GENERAL PROCEDURES AND RESPONSIBILITIES**

All travel for Alameda CTC employees must be justified business travel and must be pre-approved in writing by an Executive Team leader: Executive Director, Deputy Executive Director of Finance and Administration, Deputy Executive Director of Planning and Policy, or Deputy Executive Director of Programming and Projects, (suggest receiving the approval through email so that it can be printed and attached to the expense reimbursement form as documentation).

Expenditures should be paid with a personal credit card or cash (unless you possess a company credit card). Advances are not allowed. Employees will be reimbursed for all reasonable and necessary expenditures while traveling on authorized business. A list of non-reimbursable expenditures is included in Appendix A. Actual receipts are almost always required except where noted.

When an employee combines business and personal travel on a business trip, the employee will be responsible for the additional charges related to the personal travel. The Alameda CTC will not reimburse travel expenditures incurred by a spouse or other individual accompanying an employee on business.

Requests for reimbursement of expenditures must be submitted on the authorized Alameda CTC Expense Reimbursement Form within 30 calendar days after the conclusion of the trip. Receipts must be provided for all expenditures (other than incidentals that typically don't provide a receipt such as tips). Any reimbursement or payment issued by Alameda CTC which was subsequently refunded to the traveler by a third party must be returned to the Alameda CTC within 30 calendar days of receipt.

Employees are covered by Alameda CTC's Worker's Compensation insurance if injured in any way while traveling on or attending to Alameda CTC business.

Only the Executive Director can override and approve specific line items in this Travel and Expenditure Policy if and when it is in the best interest of the Alameda CTC to do so.

Expenditure reimbursement documents will be audited from time to time and are considered public records under the California Public Records Act.

## **CONFERENCES/CONVENTIONS**

Registration fees for conferences and conventions are reimbursable for professional level employees if the conference or convention is directly related to the employee's professional discipline and the employee received pre-approval in writing by an Executive Team leader: Executive Director, Director of Finance, Deputy Director of Programming and Projects or Deputy Director of Planning and Policy (suggest receiving the approval through email so that it can be printed and attached to the expense reimbursement form as documentation). Conferences and conventions are limited to one per fiscal year per professional level employee.

## **AIR TRAVEL**

Employees flying on business should make reservations as early as possible to minimize costs. Airfare should be purchased for coach/economy seats only at the lowest cost possible, that also provides a practical flight itinerary and meets the requirements of the trip. First and business class airfare is not a reimbursable expenditure. If an employee purchases a first or business class ticket, he/she will be reimbursed for the lowest available coach/economy fare only.

Employees will be reimbursed for baggage fees in accordance with airline policy. Excess baggage charges will be allowed only when traveling with heavy or bulky materials or equipment necessary for business.

Upgrades are not an allowable reimbursable expenditure.

## **HOTEL ACCOMMODATIONS**

When making hotel reservations, employees must use the approved lodging rates located on the General Services Administration (GSA) website, [www.gsa.gov](http://www.gsa.gov), for the location of the stay plus 25% to determine the maximum amount of hotel accommodation expenditure that the Alameda CTC will reimburse per night prior to taxes.

If the hotel stay is in connection with a conference or training, the cost should not exceed the maximum group rate published by the conference or activity sponsor. Inquiries should always be made about any special rates or discounts available to the Alameda CTC by the hotel, such as governmental rates, in order to get the best rate possible.

If accommodations are shared with individuals who are not traveling on Alameda CTC business, the employee is responsible for the payment of any rate difference between the single rate and actual rate incurred.

Resort or facility use fees imposed by the hotel, such as fitness center fees and internet connection fees and business center charges incurred for performing Alameda CTC work, are allowable as reimbursable business related expenditures.

Hotel self-parking fees are also allowable as reimbursable business related expenditures, however, the cost of parking at the hotel should be considered when deciding whether to rent a vehicle or use taxis for transport. Valet parking fees will not be reimbursed.



## **RENTAL VEHICLES**

Rental of cars or other vehicles while traveling on Alameda CTC business is limited to those circumstances where the need for a vehicle for business purposes is expected to be extensive or the use of taxi services or public transportation would not be economical or practical. Employees who operate vehicles on Alameda CTC business must have a valid driver's license, insurance and a good driving record.

In the event a rental vehicle is required, Alameda CTC will reimburse for a "Standard Class" size vehicle, except when there are justifiable circumstances, such as group requirements, which make a larger vehicle necessary.

The Alameda CTC has *Hired and Non-owned Auto Coverage* of up to \$1 million for liability to third parties in case an employee injures someone or causes property damage to another vehicle while renting a car or driving his/her own personal vehicle while engaging in Alameda CTC business. Therefore, rental insurance is not an allowable reimbursable expenditure.

Rental cars should be returned with a full tank of gas to avoid refueling fees.

## **MEALS WHILE TRAVELING**

One-Day Travel – meals are NOT an allowable reimbursable expenditure for one-day travel, unless such travel is in excess of 25 miles one way from the Alameda CTC office.

Multiple-Day Travel – meals will be reimbursed at:

- Actual reasonable cost, or
- The rates located on the GSA website, [www.gsa.gov](http://www.gsa.gov), for the location of the stay plus 25%, which are broken out by Breakfast, Lunch and Dinner.

If the actual cost method is used, an original itemized receipt must be submitted with the expense report form. If meals are provided by the event or conference, paid for by the Alameda CTC, then no reimbursement is allowed for that meal. An employee who pays the bill for a meal attended by more than one employee may submit the expenditure with receipt for the combined meal cost, but all attendees' names must be included on the expense report form.

Employees who claim the allowable rate from the GSA website should print the page for the location of the meeting or conference from the website to attach to their expense report form. In addition, they should retain their actual receipts in order to substantiate out-of-pocket expenses in the event of an audit by the State or IRS.

Alcoholic beverages are not a reimbursable expenditure. Alcoholic beverages may appear on the itemized receipt for a meal, but the charge must be deducted from the amount of the requested reimbursement.

## **OTHER MEALS**

Business meal expenditures which include colleagues must be preapproved by the Executive Director. For business meal expenditures which include colleagues, the following documentation is required and must be recorded on the expense report form or backup documentation:

- Names of individuals present along with their titles and company name,
- Name and location of where the meal took place,
- Exact amount and date of the expenditure, and
- Specific business topics discussed.

Alcoholic beverages are not a reimbursable expenditure. Alcoholic beverages may appear on the itemized receipt for a meal, but the charge must be deducted from the amount of the requested reimbursement.

Entertainment expenditures are not considered reimbursable expenditures including, but not limited to, meals with colleagues not related to Alameda CTC business, movies, shows, etc.

## **MISCELLANEOUS TRAVEL EXPENDITURES**

Ordinary, reasonable and necessary miscellaneous expenditures are reimbursable at cost when accompanied by itemized receipts and justification for the expenditures including Wi-Fi, phone (if not already reimbursed for cell phone usage), fax, etc.

In-flight phones and Wi-Fi services should be used only in emergency situations.

*Tippling* – reasonable and customary tipping rates are reimbursable. In the US 15-20% gratuity on meals, up to a \$3 baggage handling gratuity and up to \$5 per day housekeeping gratuity are considered reasonable and are allowable. (Receipts for baggage and housekeeping gratuities are not required for reimbursement.)

*Transportation* – Fares and expenditures for taxi, shuttles, bus, BART or other public transportation are reimbursable when incurred for Alameda CTC business. Receipts should be obtained whenever possible, but are still reimbursable when a receipt is unavailable. In the event that a receipt is not available, a printout from the transportation agency showing the fare must be submitted for reimbursement. For example: a printout from the BART website showing the total fare for the trip taken. Employees should apply prudent business judgment in determining the means of transportation to use.

*Personal/Private Vehicle Usage* – Employee's use of a personal/private vehicle is reimbursable at the mileage rate established by the IRS which can be found at [www.irs.gov](http://www.irs.gov) (currently 54 cents per mile for 2016). Details on the date of travel, starting and ending destinations, purpose of travel, miles driven, tolls and parking costs (receipt required when possible) incurred must be provided on the expense report form. A printout from a map website such as Google Maps should be used to determine the total miles driven and must be submitted with the expense report form. Only incremental mileage, above and beyond the normal weekday commute mileage, will be reimbursed. Employees who operate vehicles on Alameda CTC business must have a valid driver's license, insurance and a good driving record.

## **Appendix A**

### **Non-Reimbursable Expenditures**

Non-reimbursable expenditures include but are not limited to:

- Airfare upgrades or rental car upgrades
- Air phone charges (except in emergencies)
- Alcoholic beverages
- Business class airfare
- Entertainment expenditures
- Expenditures incurred by/for travel companions
- Expenditures related to personal days while on business trip
- First class airfare
- Interest incurred on credit cards
- Loss due to theft of cash or personal property
- Lost baggage or briefcase
- “No show” charges for hotel or car service
- Optional travel or baggage insurance
- Parking or traffic tickets or fines
- Personal items
- Reading material such as magazines, books and newspapers
- Rental car insurance
- Valet parking fees

NOTE: Non-Reimbursable expenditures are not limited to the list provided above. This list is provided for reference purposes only.

# APPENDIX B

## ALAMEDA COUNTY TRANSPORTATION COMMISSION TRAVEL AND EXPENSE REPORT FORM 2015



ITEM	DATE	LOCATION AND PURPOSE	FROM	TO	MILES	MILEAGE RATE 0.375	AIRFARE, PARKING, TOLL, ETC.	MEALS	LODGING	PHONE	OTHER (Specify)	TOTAL AMOUNT DUE								
													PERIOD COVERED:							
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
<b>TOTALS</b>																				

Notes: (Specify other costs and any other notes here.)

I hereby request reimbursement for the out-of-pocket expenses incurred while on Alameda CTC business, and certify, to the best of my knowledge, that this request represents legitimate expenses incurred pursuant to the adopted Travel and Expenditure policy.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Account Distribution:

Account	Amount
Travel	-
Transportation	-
Phone	-
General Office	-
Dues & Memberships	-
Project Expense	-
Project Expense	-
Project Expense	-
Other	-
<b>TOTAL:</b>	<b>-</b>

# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #416**

**SUBJECT: PROTOCOL FOR MEDICAL EMERGENCIES**

## **POLICY**

The Agency has established the following protocol should a medical emergency situation develop that requires immediate intervention by medical personnel.

## **GUIDELINES**

1. Call 911 and reassure the sick or injured person that help is on the way. Stay calm and provide the following information to the 911 operator:
  - Identify yourself
  - Building address, including 8<sup>th</sup> floor, and exact location in the Alameda CTC office
  - Describe the emergency situation
  - Name of sick or injured person

Do not hang up until the 911 operator does so.

2. Call the Property Management Office (510.267.1126) and provide the following information:
  - Your name and Agency name
  - Nature of medical emergency
  - Exact location and name of sick or injured person
  - That you have called 911
  - Provide a telephone number where you can be reached
3. Advise other Alameda CTC staff and consultants of the medical emergency and ask for assistance.
  - Designate somebody to wait at the building's entrance for emergency personnel and accompany them to the elevator and upstairs to ACTC's floor to the sick/injured person.
  - Designate another person to wait in the elevator lobby to escort the paramedics to the exact location of the sick/injured person, if needed.
4. Direct any on-lookers away from the area of the sick/injured person. Clear the area of any objects that might interfere with the paramedic's access.
5. Remain with the sick/injured person. DO NOT move the sick/injured person unless there is immediate danger of further injury. Keep the sick/injured person comfortable.
- 6.

Assist the sick/injured person to the degree that you are trained. If blood is present, be sure to put on a pair of latex gloves which can be found in the emergency and first aid kits located in the following areas within the office:

- a. Break Room
- b. Chabot Conference Room
- c. Outreach Supply Room
- d. Administration and Planning & Policy Departments File Room

Bay View Conference Room

**SECTION V:**  
**TEMPORARY EMPLOYEES**





# ***HUMAN RESOURCES POLICY***

***ALAMEDA CTC***

**POLICY #501**

**SUBJECT: Paid Sick Leave Policy for Temporary Employees (Revised)**

## **POLICY**

As of March 2, 2015, the City of Oakland's Measure FF provides for mandatory paid sick leave for employees working in the City. This paid sick leave policy is intended to comply with the requirements of the Measure. The Alameda CTC has a separate sick leave policy that applies to "regular" employees.

Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick time.

If you have any questions about paid sick leave, please contact Alameda CTC's Human Resources Representative or their designee.

### **Employees Eligible Under this Policy**

Beginning March 2, 2015, all temporary employees who have worked for Alameda CTC for at least 2 hours will be entitled to paid sick time. However, employees are not eligible to take paid sick time until 90 calendar days after their first day of employment with Alameda CTC.

### **Sick Leave Accrual**

Eligible employees will receive sick leave as follows:

- Eligible employees earn sick leave at the rate of one hour of paid sick time for every 30 hours worked.
- Accrual begins on the first day of employment.
- Employees need to meet the 90 day employment requirement before taking any paid sick leave.
- Alameda CTC does not pay employees for unused paid sick leave when separating employment with the agency. Employees who are rehired within one year of separation from employment may be eligible for reinstatement of previously accrued paid sick time.

### **Cap on Accrual**

Employees may earn a maximum of nine days or 72 hours paid sick time. After an employee has reached this maximum amount, no additional paid sick time will be earned until some or all of the employee's accrued paid sick time is used.

### **Qualifying Reasons for Paid Sick Leave**

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.
- For purposes of paid sick leave, a covered family member includes:
  - A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
  - A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
  - A spouse.
  - A registered domestic partner.
  - A grandparent.
  - A grandchild.
  - A sibling.
  - Employees with no spouse or domestic partner may annually designate one person for whom the employee may use paid sick leave for which to provide care.

### **Use of Paid Sick Leave**

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification to their supervisor. If the need for paid sick leave is not foreseeable, employees shall provide notice to the supervisor as soon as practical.

An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

### **Paid Sick Leave and Workers' Compensation Benefits**

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, the additional absences from work will be paid with the use of paid sick leave.

**HUMAN RESOURCES POLICY**  
**ALAMEDA CTC**

**ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICY HANDBOOK**

I have received a copy of the Alameda County Transportation Commission's Personnel Policy Handbook. I understand that it contains important information on Agency policies, as well as, my rights and responsibilities as an employee. I understand and agree that it is my responsibility to familiarize myself with the policies in the Handbook and abide by these policies.

I have read and understand the Handbook. I understand that I am governed by its contents. I understand that the Agency retains its discretion to make all decisions concerning my employment (including, e.g., decisions regarding promotions, demotions, transfers, job responsibilities, increases or reductions in pay, bonuses or other compensation, or any other managerial decision). No director, supervisor, or representative of the Agency has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or make any agreement for employment.

I understand and agree that nothing in the Personnel Policy Handbook creates or is intended to create a promise or representation of continued employment.

I have also read and understand the Agency's Unlawful Harassment Policy.

I further understand that, except for employment at-will status, the Agency can change, delete, or add to any policies, benefits, or practices described in the Handbook in its sole and absolute discretion with or without prior notice and in accordance with the Board of Commissioners.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name