

# Employee Handbook

## Marin Child Care Council

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## **Welcome**

Welcome to Marin Child Care Council. You are now a member of our team because we believe you have the training, ability and experience to be of value to our business. We encourage you to continue to develop your talents and capabilities to the greatest extent, to broaden your experience, and to achieve your full potential in our organization.

This handbook has been carefully and cooperatively developed and refined to promote a stimulating environment in which we can all share and progress. In return, we hope you will help us grow and succeed by fully applying your talents and energies.

We want you to share in our success. mc3 strives for continued reinvestment in its people, good salaries, job training and growth. Each of us must share the responsibility of providing excellent quality and service to support the successful operation and growth of our organization.

We believe that success cannot be achieved without clear and honest communication. Always remember that our professional relationships are at the foundation of our business and we extend an open offer to communicate to all our employees. If you have a suggestion, question, or concern, please feel free to discuss it with your supervisor. We encourage you to take the initiative to promote any change you feel is needed, since we all must work together to make this a world class organization.

The handbook should provide positive and specific guidelines for what we hope will be a mutually rewarding employment relationship.

Upon review of the handbook, and if you have not already done so, please review, print, and sign the [handbook acceptance form](#). Please return the signed form to your supervisor promptly.

Sincerely,

Aideen Gaidmore  
Chief Executive Officer (CEO)

## About the Organization

### Background

Marin Child Care Council, founded in 1979, is committed to providing people with the knowledge that will enable them to make informed decisions about childcare, and to working to ensure that sufficient quality resources are available to meet their needs. We believe that affordable, accessible, quality childcare is essential to the infrastructure of a healthy community. In a healthy community, a broad range of choices are available, and parents have both the right and the responsibility to choose those which best meets the unique needs of their family.

### Core Values

- **Advocacy** - We believe our focused voices combine to raise the issues that affect our families and providers in the delivery of quality child care.
- **Equity** - We believe all children should have access to quality child care that directly benefits them, their families, and our community.
- **Collaboration** - We believe in and practice working together among ourselves and with our community to elevate child care.
- **Leadership** - We are the hub for engagement and the social influence of child care and development within our community.
- **Community** - We believe that a healthy, strong community has a robust, mixed delivery child care system to support its families.

With the Vision that families, children, and childcare providers are thriving through education, development, and opportunity

Marin Child Care Council's Mission is to improve the availability, accessibility, and affordability of quality early childhood education and care.

### Purpose of The Handbook

This Employee Handbook (Handbook) serves as a guideline to organization policies and benefits in order to enhance understanding and to help assure uniformity and consistency. This Handbook covers All Employees working directly for and on the payroll of Marin Child Care Council (mc3, organization). Except as otherwise stated specifically in this Handbook, this Handbook does not apply to those individuals operating through a separate contractual relationship with mc3 or those individuals working on organization premises who are formally employed and payrolled by an entity other than the organization.

**This Handbook is not a contract of employment; however, all employees are responsible for following all the policies and terms presented herein.**

Nothing in this Handbook shall be interpreted to be in conflict with or to modify in any way the employment at-will status of our employees. This Handbook gives you general information about the compliance portion of our employment policies and benefits, and certain other general information. It does not, and is not intended to, cover all matters in complete detail. Changing conditions may bring revisions to these policies and benefits, just as they have played a part in forming them. Of course, it is our philosophy to develop policies cooperatively whenever practical; however, only the Chief Executive Officer of the organization has the authority to add to, modify, waive or delete any policy, benefit or rule, and such change must be written to be valid.

Should there be any conflicts between this Handbook and the terms and conditions of applicable benefit plans or policies (e.g., insurance policy or contract, etc.), the actual text of the plan or policy will govern.

The material in this Handbook supersedes all previous handbooks, policies and procedures.

Ultimately, it is management's responsibility to lead mc3 for the benefit of everyone concerned. Thus, organization management retains all management rights to operate the business according to its best judgment.

Nothing in this Employee Handbook is intended to unlawfully restrict an employee's right to engage in any of the rights guaranteed them by Section 7 of the National Labor Relations Act, including but not limited to, the right to engage in concerted protected activity for the purposes of employees' mutual aid and/or protection. Protected activity includes, for example, discussing pay and other terms and conditions of employment with fellow employees. Nothing in this Employee Handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of these Section 7 rights.

Acknowledgment that you are familiar with the Handbook's contents and voluntarily agree to these terms is a condition of employment. Should you ever have any questions regarding any aspect of this Handbook, please do not hesitate to ask your supervisor.

## **Employee Interaction**

### **Communication**

All of us at mc3 are interested in you as a person and are pleased to assist you in any way we can. We welcome your suggestions. Our sincere conviction is that the best and most rewarding system results from an open and direct relationship and communication between colleagues.

Every reasonable effort will be made to provide you with a safe, comfortable and healthy place in which to work.

### **Business Ethics and Conduct**

mc3 relies on the integrity and good judgment of all employees in observing "ethical business practices" which include, but are not limited to, professional and legal codes and good responsible business practices in the conduct of organization affairs. In keeping with our definition of "ethical business practices", it is required that employees refrain from activities which create a conflict or

potential conflict of interest. A conflict of interest exists, for example, in situations where an employee is working for a competitor during organization employment, employee or an employee's family member has a financial interest in an entity doing business with the organization, or the employee accepts gifts or other benefits from third parties in return for preferential treatment. Should you have any questions regarding a situation where you believe there may be a potential conflict of interest, please see your supervisor.

### **Professional Conduct**

Employees are expected to work cooperatively with managers, supervisors, and co-workers. Employees are further expected to conduct themselves at all times with professionalism, courtesy, and respect in their dealings with business contacts, such as clients, customers and vendors. This includes employees' dealings and activities away from the workplace.

### **Confidential and Proprietary Information**

Confidentiality regarding all organization proprietary information is to be observed at all times. All trade secrets, confidential information, and business records that come into an employee's possession, or that an employee prepares, are the property of the organization. "Confidential information" means any trade secret or confidential information that the organization possesses, or may possess in the future, regarding the business, financial condition or prospects of the organization or any parent, subsidiary, affiliate, customer or supplier of the organization. Confidential information includes, but is not limited to, provider and/or family files, vendor files, supplier lists; personnel/staff files and/or payroll information (other than your own personal and compensation information or information concerning other employees that those employees have shared with you); computer records, programs or codes; financial information; marketing strategies and data; process descriptions and strategies; research plans and results; business plans; formulas; technological data; and other information not generally available to the public. Similarly, financial and other information about clients is privileged and to be held in confidence. Employees have a personal, professional, and legal responsibility to safeguard any and all such information to prevent its being directly or indirectly, used, divulged, published or otherwise revealed with anyone outside the organization, unless authorized pursuant to the legitimate business transactions of the organization. Employees who violate this policy will be subject to disciplinary action up to and including termination, even if they do not actually benefit from the disclosed information.

Upon separation from employment with the organization, the separated employee must immediately return to the organization all organization property, including all information described above, in any hardcopy, digital, electronic or any other format.

Nothing in this policy shall be construed to prohibit employees from discussing terms and conditions of employment among themselves, or otherwise exercising rights protected by law.

In addition, in accordance with the federal Defend Trade Secrets Act, an individual shall not be held criminally or civilly liable under any State or Federal trade secret law for the disclosure of a trade secret that is made (1) in confidence to an attorney or to a government official, either directly or indirectly, for the sole purpose of reporting or investigating a suspected violation of law; or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation for reporting a suspected violation of the law may disclose the trade secret to his or her attorney and use the trade secret information in the court proceeding so long as the individual files any document containing the trade secret under seal and does not disclose the trade secret except pursuant to court order.

## **Definitions**

### **"At-Will" Employment**

Nothing in this Handbook guarantees employment for any specific length of time. Employment is at the mutual and continuing consent of the employee and the organization. Accordingly, either the employee or the organization can terminate the employment relationship "at will", with or without cause or notice. Nothing in this Handbook or in any document or statement limits the right of either party to terminate employment at will; with or without notice or cause. Nothing in this Handbook, or any other document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. The at-will nature of employment is not subject to change, except in writing signed by the organization Chief Executive Officer.

### **Regular Full-Time Employee**

A "regular full-time employee" is defined as an employee who is regularly scheduled for 37.5 or more hours of work per week. Regular full-time employees are entitled to benefits, provided they meet the specific eligibility requirements for each benefit.

### **Regular Part-Time Employee**

A "regular part-time employee" is defined as an employee who is hired to work on a regular basis for less than 37.5 hours of work per week. Regular part-time employees may be entitled to benefits, in some cases on a prorated basis, provided they meet the specific eligibility requirements for each benefit, unless otherwise required by law.

### **Temporary Employee**

A "temporary employee" is defined as an employee who is hired for work on a temporary, seasonal or replacement basis. An employee will not automatically change from temporary to regular status merely by working in excess of the period originally expected and designated. An employee will change from temporary to regular status only if advised of such a change in writing, by the organization. Such notification will indicate the effective date on which an employee attained or will attain a regular status. Temporary employees are not generally eligible for any organization-sponsored benefits, unless otherwise required by law.

### **Non-Exempt Employee**

"Non-exempt employees" includes all employees who are classified as non-exempt by the Federal Fair Labor Standards Act or any applicable state laws. Employees in this category are therefore entitled to premium pay for work in excess of forty (40) hours in a work week or eight (8) hours in a work day in accordance with state and federal laws.

### **Exempt Employee**

This category includes all employees who qualify as exempt from the overtime requirements of the Federal Fair Labor Standards Act (FLSA) and/or any other applicable laws. Such employees include, but are not limited to, those who qualify as exempt executive, administrative, or professional employees, or as outside salespersons. It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all organization managers from making any improper deductions from employee salaries.

### **Benefit Waiting Period**

Our benefit plans specify that any employee entering Regular Employee status must undergo a waiting period prior to benefit coverage. Please refer to the summary plan description, which describes the waiting period for coverage and eligibility requirements for each benefit.

**Immediate Family**

An employee's immediate family is defined as any person in the status of parent, sibling, grandparent, spouse/domestic partner, child (natural, stepchild or children of a domestic partner or adopted).

**Domestic Partner**

A domestic partner is an individual with whom the employee shares a domestic partnership as defined in California Family Code section 297. A domestic partnership exists when both the employee and the domestic partner: (i) are of the same sex, unless one is at least 62 years old and eligible for Social Security; (ii) are over the age of 18, (iii) have a common residence, (iv) are not related by blood; and (v) have filed a Declaration of Domestic Partnership with the California Secretary of State.

**Break in Service**

Subject to applicable laws, the organization generally has no obligation to hold positions for employees who terminate, resign, or violate the terms of an approved leave of absence. Termination, resignation, or failure to meet the conditions of an approved leave constitutes an immediate Break in Service.

However, the organization will comply with applicable state and federal leave laws regarding job protection and benefits.

**Employee Orientation**

Each new employee is scheduled for an orientation program in order to receive an introduction to the organization, its history, its operations, its policies, and a review of employee benefits. In addition, employees will receive orientation on their departmental procedures and will be asked to complete new-hire paperwork.

**Staff Compensation Philosophy**

Marin Child Care Council (mc3) employees, at all levels, must be skilled and experienced performers if the organization is to realize high performance goals in support of its mission. The Compensation & Benefits Survey of Nonprofit Compensation Associates is used to determine competitive compensation levels and to establish base line salary ranges. In addition, the local labor market and economy will be considered as factors in determining compensation. In order to attract and retain a diverse, talented and effective staff, the compensation philosophy is to pay competitively with the external market, considering both wages and benefits in order to determine a total compensation package, and more specifically, that all employees with at least three years tenure and satisfactory performance, as documented in performance evaluations and performance memos, will be paid within the designated range at or above midpoint.

The Marin Child Care Council Finance Committee, with the Chief Executive Officer (ED) will evaluate the compensation information derived from external sources to ensure job content accuracy. The Committee will take into consideration how mc3's compensation compares with those other similar non-profit organizations in order to provide an equitable internal structure. This will provide a method to evaluate positions or scope of work that is unique to mc3 and not found in the compensation survey.



Salary levels within the established salary range will be set using many diverse factors including the applicants or employee's years of experience, unique skills and abilities, job performance, economic conditions and the organizations budgetary considerations.

In accordance with the compensation philosophy, the Finance Committee and the Chief Executive Officer will ensure that mc3 remains competitive with the appropriate labor market and will review salary ranges and benefits annually. The review will also determine how inflation has impacted salaries and whether other organizations are raising their ranges. Decisions to revise salary ranges will be based upon external market conditions and mc3's operating budget.

### **Internal Job Evaluation**

To supplement the survey information, mc3 will regularly gather job responsibility information through a position analysis survey. Positions will be evaluated through a systematic method of comparing compensable criteria from one job to another. The Finance Committee and the ED will set the criteria.

Examples of criteria:

- Decision making
- Degree of technical or analytical criteria
- Continuing or advanced education
- External contact
- Financial responsibility
- Community involvement
- Judgment
- Working conditions
- Supervision
- Team work

Taking compensable criteria into account, the ED may authorize a percentage increase in the salary range to individual employees. This practice will allow the ED flexibility in adjusting compensation for individual employees within a given salary range. It is recognized that employees who reach the maximum of their assigned salary range are being paid over the competitive market place.

### **Position Re-evaluation**

Employees whose responsibilities have *significantly changed* may be re-evaluated to confirm placement in the proper salary range and job category. Increased volume, workload or use of new technology may not necessarily result in a change of salary grade and may be cause for an internal salary adjustment. Position evaluation does not focus on how well an individual performs a job, but rather on factors such as, but not limited to, the skill and responsibility of the position itself. The procedure for re-evaluating a position will be the same as evaluating a new position. The employee or the ED may initiate a job re-evaluation. The results of the evaluation will be reviewed by the Finance Committee and make a recommendation to the Board of Directors for approval.

## **Pay Policy and Procedures**

### **Employment Records**

Upon acceptance of employment at the organization, you will be asked to complete a number of new-hire forms, including a tax withholding form W-4, a Form I-9, and other necessary documents. You will be asked to show qualified documentation verifying your identity and authorization to work in the United States when you fill out your Form I-9 in compliance with the Immigration Reform and Control Act of 1986. All employees are required to complete section 1 of the Form I-9 on the first day of employment and are required to produce original documents to evidence identity and employment eligibility no later than the third business day of employment. If you provide documentation indicating that your work authorization has an expiration date, updated documentation must be given to the organization before this expiration date.

Accurate human resource records are extremely important to mc3. It is your responsibility to keep the organization informed of your desired withholding status, current address, telephone number, legal name, marital and dependent status, insurance status, and persons to notify in case of emergency. Falsification of any employment or organization records may subject an employee to disciplinary action up to and including termination.

### **Inspection and Copies of Employment Records**

Personnel files are property of the organization. However, you may inspect your personnel file in the presence of an organization representative at a mutually convenient time. Alternatively, upon written request you may receive copies of the documents in your file and/or payroll records. You may add your version of any disputed item to the file. Personnel file copies will be provided within 30 days and payroll records within 21 days of requesting them in accordance with California law.

### **Payroll Schedule**

mc3 operates on a bi-weekly payroll schedule, resulting in 26 pay periods a year. The pay period begins on Saturday and runs through Friday of the following week. You will receive your pay every other Friday. If the payday falls on a holiday or weekend, paychecks will be distributed on the preceding workday.

### **Payroll Errors**

Any errors in your pay must be reported to your supervisor as soon as possible. Whether an error causes underpayment or overpayment, you are expected to advise your supervisor to ensure the error is corrected as promptly as possible. If the organization determines that an improper deduction has been made, the employee will be reimbursed for the amount withheld. There is no retaliation for bringing these matters to our attention; we wish to comply fully with our legal obligations.

### **Advances**

mc3 does not permit advances against paychecks or against unearned paid time off.

## **Schedule of Hours**

### **Work Hours**

Your fellow employees depend on you to be on time for work and to perform your duties responsibly. Our regular business hours are from 9:00 am until 5:00 pm, Monday through Thursday. Friday office hours are from 9:00 am until 3:00 pm. Our business, however, requires a variety of hours and your schedule will be determined by you and your supervisor.

**Alternative Work Schedule**

mc3's Alternative Payment Program Department has elected to work an alternative work schedule. Employees work 37.5 hours in a four-day work week. No day is to exceed 10 hours without prior written authorization from the Payment Program Manager.

**Meal and Rest Periods**

Non-exempt employees are provided with one ten-minute rest period for every four (4) hours of work, or major portion thereof (i.e. more than two hours.) To the extent possible, breaks will be provided in the middle of each work period.

Non-exempt employees are also provided with at least one-half (1/2) hour unpaid meal period for each workday that is five (5) or more consecutive hours of work. This meal period must be taken before the employee works more than five (5) full hours. Timely meal periods are mandatory, except the employee may voluntarily choose to waive the meal period on any day the employee will not work more than six (6) hours by signing a written waiver form. Employees may not forego rest or meal periods to leave work earlier than their regularly scheduled time of departure.

Employees will be relieved of all active responsibilities and restrictions during their meal period, and are required to record the time they leave work for the meal period, as well as the time they return on their timesheets. Any employee who believes he or she is unable to take a meal period due to work requirements must notify their supervisor so that arrangements can be made.

**Overtime**

In order to fulfill mc3's commitment of excellence to its clients, it is necessary to work overtime on certain occasions. When business requirements or other needs cannot be met during regular working hours, employees are expected to pitch in and work overtime.

All overtime must be pre-authorized by your supervisor. Please work with your supervisor concerning any unusual circumstances or requirements so that consistent, top quality service can be maintained. For non-exempt employees, authorization to work overtime varies by employee, based on the employee's responsibilities, workload, and current assignments.

Overtime compensation is paid to non-exempt employees at the rate mandated by state and federal law. Overtime is computed on the basis of a non-exempt employee's actual hours worked in a workweek or, if applicable, in a workday. Paid hours that are not worked (e.g., holidays, PTO) do not qualify as hours worked for overtime purposes.

**Accommodation for Nursing Mothers**

The organization provides reasonable break time for employees desiring to express breast milk during work hours. This break runs concurrently with any break periods already provided. However, if these breaks do not provide sufficient time for expressing milk, mc3 will allow employees who are nursing to extend their break time or take a separate, unpaid break time. In addition, the organization provides employees who are nursing the use of a private room or location that is not a restroom in proximity to the employees' work area for this purpose.

**Attendance Program**

To maintain a safe and productive work environment, mc3 expects employees to be reliable and to be punctual in reporting for scheduled work. The organization recognizes in rare instances employees may have to be absent or late for work. If you are going to be late or absent from work

for any reason, you are expected to contact your supervisor or arrange to have someone else call for you. You should contact your supervisor prior to the beginning of your scheduled starting time whenever possible so we can make the necessary arrangements to cover your responsibilities. Please keep in touch with your supervisor on each day of continued absence unless agreed otherwise by your supervisor.

Excessive absences and/or tardiness may lead to discipline up to and including termination. If you would like to request a leave of absence under our policies or as a reasonable accommodation for a disability, please discuss your needs with your supervisor or Human Resources. Failure to communicate with the organization when absent for three (3) consecutive workdays will be considered job abandonment.

### **Make-Up Time**

The organization allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Employees may take approved time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. **Make-up time worked will not be paid at an overtime rate.**

Make-up requests must be submitted in writing to your supervisor, with your signature, on the form provided by the organization. Requests will be considered for approval based on the legitimate business needs of the organization at the time the request is submitted. A separate written request is required for each occasion the employee requests make-up time.

**If you request make-up time, it must be approved in writing before you take the requested time off or work make-up time, whichever is first.**

**All make-up time must be worked in the same workweek as the time taken off.** The organization's seven-day workweek begins *at 12:00 AM each Saturday and ends at 11:59 PM the following Friday.*

Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled make-up time for any reason, the hours missed normally will be unpaid. However, at your request, your supervisor may arrange with you another day in the same workweek to make up the time if possible, based on scheduling needs. If you work make-up time before you plan to take time off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of this make-up time provision is completely voluntary. The organization does not encourage, discourage or solicit the use of make-up time.

### **Performance Reviews**

It is the belief of mc3 that regular employee performance reviews are important for the successful development of our employees as well as our business. Thus, the organization will strive to review your performance on a regular and on-going basis.

Generally, performance reviews will be conducted by your supervisor on a regular basis for as

long as you remain employed by mc3. These reviews are designed to be a two-way review regarding your performance on the job, to examine the progress made since the last review, and to establish goals for the next review. A satisfactory performance review does not guarantee any specific salary increase nor does it constitute a promise of continued employment.

Your active participation in this process will help to ensure a fair and equitable review as well as provide feedback to management for improvements in the workplace.

### **Employment of Relatives**

mc3 may not hire relatives where actual or potential problems may arise regarding supervision, security, safety or morale, or where potential conflicts of interest exist. "Relatives" are defined to include spouses, children, siblings, parents, in-laws and step-relatives.

If two employees marry or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with mc3 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 in the time allowed, the Chief Executive Officer will make the decision, taking the employment history and job performance of both employees into account.

### **Employees Who Are Required to Drive**

Employees who are required to drive their own vehicle on mc3 business will be required to show proof of current, valid licenses and current effective insurance coverage prior to the first day of employment.

mc3 retains the right to transfer to an alternative position, suspend or terminate an employee whose license is revoked, or who fails to maintain personal automobile insurance coverage and is required to drive as a condition of employment.

### **Benefit Programs**

We recognize that benefits are an important part of everyone's compensation package. We are pleased to be able to provide these benefits based on your hard work, support, and commitment in ensuring the growth and success of this organization. For exact information concerning eligibility of any benefit, specific benefits, terms, or summary plan descriptions, please contact your supervisor.

Should any of the information provided in this handbook conflict in any way with the source documents (plan documents), the source documents shall govern. The following is a general overview of your organization benefits.

### **Worksite Wellness**

In order to support and promote optimal health and well-being for our employees, we have a Staff Health and Wellness policy

Marin Child Care Council (mc3) invests in, develop, and reward our greatest assets, our employees. At mc3 we are committed to assisting in achievement of a healthy work/life balance. mc3 is

committed to supporting the health of our community. As such, it is the culture of mc3 to provide a supportive work environment that promotes the optimal health and well-being of its staff. As part of our commitment to improve the health of our employees and create a healthier work environment, mc3 recognizes the need to provide our employees with the opportunities to improve their personal health and support them in their quest to achieve healthy lifestyles.

mc3 staff health and wellness policy will enable employees to take a maximum of 2 hour per week paid time annually and for no longer then a 12 week period to attend support/services that will improve their health and wellbeing.

To qualify for this program employees must be employed for at least 1 year, employment must be in good standing order with no current performance issues. The activity will only be approved for 12 weeks per fiscal year.

How the program works:

- This program will only be available if the agencies annual budget can support it.
- Employees must work a minimum of 32 hours per week.
- Employee must formally request to participate in this program in writing and attach documentation about wellness activity. (examples: receipt for program/registrations for activity)
- The activity suggested must benefit and support the employees' health.
- mc3 will not reimburse any employee for the actual activity.
- The time taken must not impact the employee's job responsibility/priorities/deadlines.

The Chief Executive Officer has the right to approve or deny any staff wellness activity at his/her discretion.

Once the Chief Executive Officer has approved the wellness activity the employee must coordinate with their supervisor to get approval for release from work. A set schedule must be submitted in writing to their supervisor for approval.

Employees can only participate in 1 wellness activity per fiscal year in this program.

Chief Executive Officer will review and evaluate this policy annually to ensure effectiveness.

## **Holidays**

mc3 recognizes the following annual holidays:

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- Independence Day
- Ruth Pineda Sura Holiday
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Two floating holidays
- Your Birthday - may be taken as floating holiday

July 19<sup>th</sup> is a paid holiday for mc3 staff. This holiday is in remembrance of Ruth Pineda Sura. Ruth worked for the agency in many different roles from March 2008 till 2019 when she lost her battle with Cancer. Over her 10 years with agency, she gave so much to our community. Ruth was truly committed to the agency and the work we do. She touched so many lives with her kindness, spirit, and passion. We ask that on this day you spend time giving back to your community to honor her memory

If a holiday falls on a Saturday or Sunday, the holiday may be recognized on the preceding Friday or following Monday.

### **Holiday Pay Eligibility**

Eligible regular, full-time, non-exempt employees will be paid for the above-mentioned holidays based on your regularly scheduled hours for that day, up to the mc3 standard 7.5-hour FT day, at your regular straight-time hourly wage rate, although no work is performed. Exempt employees continue to receive their normal salary. In order for non-exempt employees to receive holiday pay, you must work the last regular workday preceding the holiday and the first regular workday following the holiday unless excused by the organization. A doctor's certificate may be required to verify your illness.

For mc3 employees who work on the Alternative Work Schedule, if the holiday falls on your normal day off, you will receive the benefit of the holiday break on an alternate day during the same work week. The day off must be agreed to by your supervisor to ensure no hardship on the staff of mc3.

When holidays fall during your PTO, you will receive holiday pay and the day will not be charged as a PTO day provided you otherwise meet the eligibility requirements. In the event that the holiday falls during an employee's unpaid leave of absence, the employee will not be eligible for holiday pay.

## **Paid Time Off**

Paid Time Off (PTO) is an all-purpose time off policy for eligible regular full-time employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time off policy. Given certain state and federal labor codes and laws, PTO benefits are allocated and defined as "vacation benefits." PTO pay is based on your regular schedule of hours at your regular straight-time rate of pay at the time the PTO is taken.

### **Accrual of PTO**

For all regular full-time employees, PTO accrual balances are updated monthly in accordance with the table below. Regular part-time employees will accrue PTO based on the table below, but adjusted for their FTE percentage. No PTO benefits are accrued while the employee is on an unpaid leave of absence.

### **Paid Time Off Accrual Schedule**

<b>Length of Service</b>	<b>Monthly Accrual (hrs)</b>	<b>Estimated Annual Accrual (hrs)</b>	<b>Maximum Accrual (hrs)</b>
1 - 24 months	13.75	165	247.5
25 - 36 months	14.79	177	265.5
37 - 48 months	15.84	190	285
49 - 60 months	16.88	203	304.5
61 - 72 months	17.5	210	315
73 - 84 months	18.13	218	327
85 - 96 months	18.75	225	337.5
97 - 108 months	19.38	233	349.5
109 - 120 months	20	240	360

Once you have accumulated the maximum benefit, you are not eligible to accrue additional PTO until accrued but unused PTO is taken and your PTO balance falls below the maximum accrual limit.

### **Scheduling PTO**

Advance approval is necessary for PTO, except in instances of illness or injury. Up to three (3) days per year is available for absences related to domestic violence, sexual abuse or stalking. You must complete a PTO request which must be approved by your supervisor prior to the beginning of your requested PTO, preferably as early as possible. We will try to arrange scheduled time off to fit each individual's preferences. However, final scheduling consideration must include operational needs of the organization.

### **Carry Over**

mc3 encourages all employees to take their earned PTO each year. However, if you do not use your entire PTO in the year after it is accrued, the remaining balance is carried forward. Generally, we do not authorize PTO payouts, except upon termination.

Any available PTO accrued pro-rata through the final date of employment will be paid to an employee upon termination of employment.



## **California Sick Leave**

All employees are provided sick leave benefits in accordance with California law. The above leave benefits generally exceed those required by California law, but to the extent they do not, sick leave will be provided in accordance with California law as described in this California Sick Leave policy.

Employees who are not eligible for the above leave benefits, including those in a part time or temporary status, are eligible for California Sick Leave if they work at least 30 days in the first 12 months of employment. Commencing on the date of hire, these eligible employees will accrue 1 hour of California Sick Leave for every 30 hours worked, including overtime hours worked. Accrued California Sick Leave will be capped at 6 days, or 48 hours, whichever is greater. An employee's California Sick Leave usage is limited to the greater of 3 days or 24 hours in each year of employment. California Sick Leave is not available to use until 90 days after the employee's hire date.

California Sick Leave may be used for absences when the employee or the employee's family member is ill, and for medical appointments for diagnosis, treatment and/or preventive care. Sick leave is also available for employees who are absent from work because they are or a family member is the victim of domestic violence, sexual assault, or stalking. For purposes of using sick leave, "family member" includes the employee's child, parent, spouse, domestic partner, grandparent, grandchild or sibling.

Sick leave pay shall be computed at your regular straight-time hourly rate, except as follows: employees who are paid commissions or piece rate wages, and salaried non-exempt employees, are paid for the first three days of sick leave taken in any calendar year at their average hourly rate of pay, inclusive of commission or piece rate wages, over the previous 90 days. Sick leave is paid only for days on which you would otherwise have been scheduled to work, and will commence on the first scheduled work day of absence.

Once sick leave benefits are exhausted, accrued but unused vacation benefits shall be utilized to integrate with other benefits in order to maintain uninterrupted compensation.

As common courtesy and in order to maintain efficiency, you must personally contact or arrange for someone else to contact the organization to advise us of your inability to report for work prior to your regularly scheduled starting time on each day that you are out. If you know in advance of a pending absence (e.g., a scheduled surgical procedure), you are asked to notify your supervisor immediately to allow as much time as possible to make scheduling arrangements. You may be requested to provide a doctor's certificate verifying each illness and a return to work date. If there is a reason to believe that sick leave has been misused, sick pay may be withheld. If your illness is expected to last beyond three (3) days, you must contact the office and determine your leave status.

## **Leaves of Absence**

It is organization policy to consider granting leaves of absence to eligible employees who must be away from their jobs for reasons of civic duty or due to circumstances beyond their control. Such leaves may be granted with full pay, partial pay or without pay. Generally, the circumstances under which leaves will be considered are set forth below, but the organization considers each request for a leave of absence on a case-by-case basis. Employees generally use any and all of their accrued, unused PTO benefits during a leave. In some cases, such as if the leave is required to attend to a personal illness, the employee must use any and all of their accrued PTO leave

benefits and employees on an unpaid leave of absence for any reason may not accrue time off benefits and may lose or not qualify for benefits eligibility (i.e. holiday pay, health and welfare programs), unless otherwise required by law. The organization follows all applicable state and federal leave laws. Please contact your supervisor to confirm your specific eligibility and pay status for any leave of absence that may become necessary.

### **Leave Request Procedure**

If you need a leave of absence for any reason, you must submit the request for leave in writing to your supervisor. Under emergency circumstances, you may request a leave verbally from your supervisor.

Any request for leave should be submitted at the earliest possible date and must contain the following information:

- The type of leave requested;
- The dates the desired leave would begin and end;
- The reason for the leave; and
- Any other pertinent information.

Management will review the request in light of this policy and all applicable laws, and will inform the employee of its decision to grant or deny the leave. Request for mandatory or legally protected leaves of absences will not be denied, including requests for reasonable accommodation under the Americans with Disabilities Act, provided such requests do not create an undue hardship for the organization.

If at any time during the leave of absence your reason for requesting the leave no longer exists, you must report back to work immediately, or within the time permitted under applicable law.

If you fail to return to work on the date specified for expiration of the leave, we will consider you to have abandoned your employment with the organization without notice.

### **Return to Work**

In accordance with state and federal law, the organization will attempt to reinstate employees who return from an authorized leave of absence, but it cannot guarantee reinstatement in all cases. During your leave, the organization may temporarily fill your position. However, in cases of undue hardship and/or business necessity, and where legally permissible, the organization may need to fill your position on a regular basis.

### **Sabbatical Policy**

At Marin Child Care Council, one of our core values states that we invest in and reward our greatest asset, our employees. We understand that effective agencies are guided and sustained by a dedicated, passionate, and committed team. The Board of Directors of Marin Child Care Council believes that a sabbatical policy not only supports our team, but will provide respite for employees to reenergize, to increase organizational capacity, aid in succession planning and strengthen governance.

The sabbatical program is an opportunity for employees to take paid leave for a minimum of 4 weeks to a maximum of 4 weeks. This leave will be designed by the employee and can be used for travel, study, family time, artistic endeavors or any other pursuit that will renew and revitalize. The employees may not work for Marin Child Care Council or take any other employment during this time.

Request for a sabbatical must be submitted in writing to the Chief Executive Officer and the direct supervisor.

This policy will be reviewed by the board and staff annually to determine if any changes need to be made.

*When:* On completion of 8 years of continuous full-time employment and every 5 years thereafter.

*Length:* 4-6 weeks. An employee may combine PTO with sabbatical leave, not to exceed 8 weeks.

Leave time cannot be split. As mc3 is a small agency, employees are requested to take leave at the least disruptive time of the year. Only 1 employee may take leave at one time, there must be at least 3 months between one employee sabbatical and another employee sabbatical.

*Compensation:* Full salary and benefits (including PTO accumulation) will be paid during the sabbatical. There is no cash value associated with the sabbatical and unused sabbatical is not paid out at any time, including termination/resignation and is separate from PTO.

*Follow up:* Upon return, the employee will share the impacts of the sabbatical through a written and/or oral report.

*Application process:* The employee must submit the application and develop with their team a plan for their duties to be covered during their absence. This plan must be approved by their direct supervisor and the Chief Executive Officer.

*Employee eligibility:*

- Have worked at Marin Child Care Council full-time (one who works at least 30 hours a week) for a minimum of 8 years.
- The employee is in good standing and has demonstrated a track record of consistent contribution to the organization.
- Based on the assessment of the employee performance review.

The Marin Child Care Council Board of Directors with the Chief Executive Officer can change or suspend this policy at any time to meet the needs of the agency.

**Modified Work**

mc3 has a temporary modified work program. When a treating medical practitioner releases an employee with temporary restrictions, the organization will evaluate the restrictions and make reasonable efforts to accommodate the restrictions and return the employee to a position he or she can perform and for which he or she is otherwise qualified, unless the restrictions present an undue hardship or there is no such work available. If the employee is returned to a different position, the employee will be paid the appropriate rate for the work performed, unless otherwise required by law.

**Pregnancy Leave and Accommodation**

In addition to the provisions set forth herein which cover disabilities, the following policy applies to pregnancy leave.

The maximum pregnancy leave of absence shall not exceed four (4) months for each pregnancy; however, other leaves may be combined in accordance with state and federal law. Pregnancy leave does not need to be taken in one continuous period of time. The decision regarding when to notify the organization and to begin pregnancy leave will be determined by the specific medical circumstances of each case and the employee's licensed health care practitioner; however, the employee should give the organization the maximum notice possible of the date the leave will commence, the estimated duration of the leave, and the estimated date of return.

Previously earned, unused PTO may be used in connection with the pregnancy leave as required for other disability leaves. After PTO benefits have been exhausted, the remainder of the leave shall be unpaid. If you are enrolled in company-sponsored medical benefits, the Organization will continue medical benefits during Pregnancy disability leave for up to a maximum of four (4) months of leave.

In order to return to work, the employee must notify the organization, as far in advance as possible, of her written medical release to return to work. For pregnancy leaves lasting four months or less, the organization will endeavor to return the employee to her original job on the date her leave ends. If the original job is unavailable, the employee will be returned to a substantially similar job, unless the job has ceased to exist due to legitimate business reasons.

In addition, an employee who is affected by pregnancy or a related medical condition is eligible for reasonable accommodation, including transfer to an available position or duties that are less strenuous or hazardous. The employee must provide the organization with a certification from her health care provider stating the nature of the accommodation or transfer requested, that the accommodation or transfer is medically advisable, and the period during which the accommodation/transfer is needed.

### **Medical Donor Leave**

In accordance with California law, the organization provides paid leave to organ donors and bone marrow donors who have been employed with the organization for at least 90 days as follows:

An employee who is an organ donor shall be provided a leave of absence of up to 30 business days in a one-year period for the purpose of donating his or her organ to another person. The employee will be required to take up to two (2) weeks of unused accrued PTO time at the start of the leave. Thereafter, the leave shall be paid.

An employee who is a bone marrow donor shall be provided a leave of absence of up to five (5) business days in a one-year period for the purpose of donating his or her bone marrow to another person. The employee will be required to take up to five (5) days of unused accrued PTO time during this leave period. To the extent such accrued paid time benefits do not cover the entire leave period, the remainder of the leave shall be paid.

Medical Donor Leave may be taken all at once or on an intermittent basis. During Medical Donor Leave, the organization will maintain all group health plan benefits as if the employee were actively at work. Employees requesting Medical Donor Leave will be required to provide a medical certification (i) verifying that the employee is an organ or bone marrow donor; (ii) that there is a medical necessity for the donation of the organ or bone marrow; and (iii) stating the dates during

which the employee will be absent due to the donation.

Upon completion of Medical Donor Leave, the employee will be reinstated to the same or equivalent position as that held when the leave began, unless conditions unrelated to the leave prevent reinstatement. Medical Donor Leave does not constitute a break in service for purpose of salary adjustments, PTO, or seniority.

Medical Donor Leave taken under this policy is in addition to any leave to which the employee is entitled under the Family Care and Medical Leave policy, above.

### **Paid Family Leave Benefits**

Employees may be eligible for benefits under a California State sponsored wage loss protection program called Paid Family Leave (PFL) when they are off work because of the need to care for an ill immediate family member, grandparent, grandchild, sibling, or parent-in-law, or because of the birth or adoption of a new child. Employees must file claims directly with the state to receive benefits following a seven (7) calendar day, non-payable wait period. The maximum paid leave benefit available under the program is six (6) paid weeks within a 12-month period. Employees may be required to use up to two (2) weeks of accrued but unused PTO while on PFL leave. Employees are required to notify the organization of the need for PFL by using the Request for Leave of Absence form to specify the leave terms. Periods during which an employee is receiving PFL benefits run concurrently with any FMLA or other leave to which the employee is entitled. PFL does not provide a right to leave, job protection, or guaranteed reinstatement, but in general the organization will attempt to reinstate an employee to the same or equivalent position when he or she returns to work after an, otherwise, unprotected absence for PFL purposes.

### **Baby Bonding While at Work**

Marin Child Care Council is committed to assisting in the achievement of a healthy balance between work and family life. The parental bonding that occurs during the earliest weeks and months of a child's life is important to the long-term wellbeing of both parents and children. To support our employees' efforts to bond with their babies during the critical months just following birth, we provide for sanctioned baby bonding while at work. Parents of a newborn child, who is not younger than two weeks of age, may bring him/her to work under specific conditions as approved by the Chief Executive Officer.

Such arrangements must be planned for and agreed upon in advance to:

- ensure the safety and health interests of the child,
- limit the impact on productivity, and
- guard against unnecessary distractions in the workplace.

This program IS NOT meant to provide for sporadic, episodic visits by children to the workplace.

### **Bereavement Leave**

If you experience a death in your immediate family, Marin Child Care Council will normally grant a leave of absence of up to 3 paid working days if the occurrence is in California, and 5 paid working days if it is out of state, to regular employees.

## **Military Leave**

Employees who are absent from work due to military or other uniformed service may request and will be granted an unpaid leave of absence in accordance with federal and state laws governing such leaves. Employees may elect to use PTO or other accrued leave during the period of active service. Employees who have annual military obligations are required to schedule their leave with the organization as far in advance as possible. Military Leave is available for the following purposes:

- Initial active duty for training
- Active duty
- Inactive duty for training
- National Guard duty
- Examination to determine fitness for duty
- Funeral honors duty

"Uniformed services" includes the Armed Forces (Army, Navy, Air Force, Marines, Coast Guard) and the reserves components of each, Army National Guard and Air National Guard, commissioned corps of the Public Health Service, and any category designated by the President in time of war or national emergency.

Generally, Military Leave is unpaid and for the time period required for military service or training, up to five (5) years unless extended for reasons required by law or otherwise provided by law. To be reinstated, the employee must notify their supervisor of his/her intention to return to work within the legally required time after release from military obligations. Generally, upon return to work, the employee will be reinstated to his/her position, or a position of similar job and pay status.

Employee group insurance benefits remain in effect for up to thirty (30) days and thereafter employees may continue coverage at their own expense under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) for up to twenty-four (24) months.

## **Leave for Military Spouses And Domestic Partners**

Eligible employees may take up to 10 days of unpaid leave during the period the employee's spouse or registered domestic partner is home on leave from deployment during a period of military conflict. Eligibility requirements for this type of leave are as follows:

- The employee must be regularly scheduled for work at least 20 hours per week;
- The employee's spouse or domestic partner must (a) be a member of the U.S. Armed Forces, National Guard or military reserves who has been deployed during a period of military conflict (as defined in California Military Code section 395.10), and (b) if a member of the U.S. Armed Forces, have been deployed to an area designated as a combat theater or combat zone by the President of the United States.

An employee wishing to take this kind of leave must give the organization advance notice of the leave, within two business days of receiving notice that the spouse or domestic partner will be on leave from deployment. The employee must also submit written documentation of the dates that the spouse or domestic partner will be on leave from military deployment. This type of leave runs concurrently with Military Exigency Leave taken for a spouse's rest and recuperation.

## **Jury and Witness Duty Leave**

The organization grants leave to employees called for jury duty or subpoenaed to testify as a witness in order to fulfill their civic obligations. Under normal circumstances, you will be granted a paid leave of up to 5 days per year to fulfill your jury duty requirements if you have been employed by the organization for 3 month(s) or more. Otherwise, leave is unpaid. You will need to present an official payment voucher or the subpoena to the organization as proof of attendance and sign the payment voucher or witness fee check over to the organization or reimburse the organization for that amount before receiving regular pay. Thereafter, jury and witness duty leave is unpaid, except that no deductions will be taken from the salary of exempt employees for partial workweek absences. If you are released from jury duty within your normal working hours, you are expected to return to work.

## **Alcohol and Drug Rehabilitation Leave**

Employees are entitled to time off to participate in alcohol and drug rehabilitation programs. You may take alcohol and drug rehabilitation leave unless it would cause the organization undue hardship. The organization will make reasonable efforts to keep information about any alcohol and drug rehabilitation confidential. The leave is unpaid time off. The employee may use any accrued PTO during this leave.

## **Assistance to Employees with Chemical Dependencies**

mc3 will encourage and assist employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The agency is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the agency obligated to re-employ any person who participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the agency's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

## **School Discipline Leave**

The organization will allow time off to employees who are the parent or guardian of a child that is living with them and who needs to attend a school meeting related to their child's suspension from school. Employees must give notice to their supervisor as soon as possible that they need time off for a school disciplinary meeting. The organization may require you to provide documentation from the school to show that the principal required the meeting in writing and your participation at the meeting. Generally, school discipline leave is unpaid time off. However, all employees may use any accrued PTO during their school discipline leave.

## **Time Off for School and Childcare Purposes**

Employees who are parents, guardians or grandparents with custody of one or more children in a licensed day care facility or school (from kindergarten or grades 1 through 12) will be permitted up to forty (40) hours off per school year, without pay, to a maximum of eight (8) hours per calendar month for the following purposes: (i) to find, enroll, or re-enroll his or her child in school or licensed childcare provider; (ii) to participate in school activities of the school or licensed childcare provider of any child; and (iii) to address a childcare provider or school emergency. The employee must give the organization reasonable written notice prior to taking the time off.

Employees must give notice to their supervisor as soon as possible that they wish to take time off for a child's school activity. The organization may require you to provide documentation from the school to show your participation. If both parents of the same child work at the same work site, only the parent who first gives notice about a planned absence is entitled to the time off. Employees must use accrued PTO during their school activity leave. If employees do not have accrued PTO days, they are still entitled to leave under this policy if they are eligible.

## **Occupational Injury Benefits**

Any employee who becomes injured on the job will generally be eligible for occupational injury benefits (workers' compensation). The premium for this insurance is not deducted from your paycheck; it is paid by the organization.

mc3 will not be liable for the payment of occupational injury benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

It is important that all injuries connected with your job, no matter how slight, be reported to your supervisor immediately.

If you are returning to work after being treated by a medical provider for a work-related injury, you must furnish your supervisor with a statement from your doctor showing your ability to perform the duties of your job. You may be required to take a physical examination before returning to work, at the organization's expense.

Fraudulent submission of an occupational injury claim or failure to follow organization instructions or policies while on leave may result in termination of benefits and/or disciplinary action up to and including termination.

## **Health and Welfare Benefits**

It is mc3's philosophy to provide quality benefits to protect the health and welfare of our employees. Accordingly, the organization has established the following benefits, which are subject to change at any time at the organization's sole discretion:

### **Group Benefits**

A group benefit program is available to regular full-time employees and regular part-time employees on a pro-rated basis. Regular full-time employees initially become eligible for these programs on the first day of the calendar month following 1 calendar month(s) of continuous



service. Please refer to the Summary Plan Descriptions for exact information on eligibility, terms and conditions of the plans.

It is the organization's policy to take reasonable precautions to protect the privacy of medical information (Protected Health Information - PHI) in accordance with state and federal law.

### **Medical Benefits During Approved Leave**

Marin Child Care Council will continue to pay medical benefits, up to the same level as if an employee were working, for employees on approved leave for the following reasons, to a maximum of 4 months. Employees will be responsible for making deductions for any plans in which they are enrolled.

Purpose of Leave	
Baby Bonding	To care for an employee's newborn child, domestic partner's newborn child, or to care for a child placed with an employee for adoption or foster care
Family Care	To care for an employee's child, parent, spouse, domestic partner, or domestic partner's child who has a serious health condition
Medical Leave(Non-Pregnancy Related)	Employee's own serious health condition
Pregnancy/Related Disability	Employee's own health condition
Sabbatical leave	Employee's approved leave

### **Retirement Benefits 403(b) Plan**

mc3 provides eligible employees a fixed sum which can be used for either health/dental insurance premiums, the Flex Plan and/or the 403(b) Plan or as part of your salary. The 403 (b) Plan is a pre-tax savings plan through Vanguard. Please refer to the Summary Plan Description for 403 (b) details.

mc3 also makes employer contributions to an employee's 403b retirement plan after they meet the enrollment and eligibility requirements. See the *Marin Child Care Council 403b Plan* for further information

### **Benefits Continuation**

Should any participating person who is currently covered by the organization's health plan terminate eligibility for organization-sponsored contributions in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), that person may elect to continue coverage through self-payment of premiums under the provisions of COBRA and/or Cal-COBRA. Continuation or conversion options may also be available pursuant to state law. For exact information concerning eligibility for continuation or conversion, please contact your manager.

## **Flexible Spending Account (Flexible 125 Account)**

mc3 offers this pre-tax benefit program for eligible employees. This program allows employees to make contributions on a pre-tax basis for specific expenses listed below. This means that your contributions are deducted from your gross pay before taxes are calculated. Specific expenses are limited to your medical coverage premium, dependent care expenses and anticipated, unreimbursed medical expenses.

If you enroll in this plan, you may not make any changes to your elections until the next open enrollment period, unless the change is due to a change in your family status; i.e. marriage, divorce, death of a spouse or dependent, birth or adoption of a child or termination of employment of your spouse.

It is recommended that you carefully calculate dependent care and/or anticipated medical expenses. Any funds not utilized at the end of the calendar year, are forfeited per present Federal guidelines governing Section 125 plans.

## **Benefit Eligibility for Regular Part-Time Employees**

Regular part-time employees may be entitled to benefits, in some cases on a prorated basis, provided they meet the specific eligibility requirements for each benefit. Please refer to the summary plan description, which describes the waiting period for coverage and eligibility requirements for each benefit. Employees working less than 20 hours per week are ineligible for coverage.

## **Equal Employment Opportunity**

mc3 will recruit, hire, train, promote and employ all persons without regard to race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, lawful change of name, Social Security number or federal employment authorization document, receipt of MediCal coverage, having a California driver's license with a "federal limits apply" notation, military or veteran status, or any other category or status protected by law (Protected Classes). We will evaluate all employment decisions so as to further the principle of equal employment opportunity.

It is our philosophy that all human resource actions including, but not limited to, recruitment, hiring, promotions, reassignments, demotions, discipline, discharges, performance evaluations, compensation/benefits, transfers, layoffs, returns from layoffs, organization-sponsored training, education, tuition assistance, and organization-sponsored social and recreational programs will be administered without regard to any Protected Classes, as defined above.

We are committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the organization and prohibits discrimination or harassment by any employee, including supervisors and co-workers or other individuals, including third parties, conducting business with the organization. If you believe you, or a co-worker, have been subjected to any form of unlawful discrimination, harassment or retaliation, you should immediately report the matter to Chief Executive Officer or your supervisor or your supervisor.

If the organization determines that unlawful discrimination has occurred, effective remedial action will be taken. Appropriate action will also be taken to deter any future discrimination. We will not retaliate or allow retaliation to take place against you in any manner for bringing a complaint or participating in an investigation pursuant to this policy. If you feel you are being retaliated against for making a complaint, reporting a problem and/or participating in an investigation, please report it immediately to Chief Executive Officer or your supervisor.

## **Dispute Resolution Procedure**

mc3 believes that successful operations and satisfied employees go hand in hand. Any issues or grievances are of concern to mc3, regardless of whether the issue is large or small. We have developed some suggested guidelines for response to employee concerns and complaints. It is mc3's policy to hear and consider employee opinions.

The organization also wants to assure its employees that there will be no discrimination or retaliation for presenting concerns or complaints. This policy is presented as a "guideline" for dealing with an employee complaint, which is defined as "any event or condition or circumstances that the employee believes creates unpleasantness or unhappiness on the job or related to work."

Most problems involve a breakdown of communication, and this process is designed to bring forth issues at the earliest possible point so they can be addressed. In most cases where you have a complaint or other problem, you should discuss it with your direct supervisor. (Note: In cases of harassment involving your supervisor, or if for some reason you feel it is inappropriate to discuss the matter with your direct supervisor, you may proceed to Step 2, described below.)

The organization requests that you put any complaint in writing. Written complaints tend to clarify the situation and assist in review of the situation. Written complaints should contain the particulars of the given situation or issue, and a suggestion for resolution.

**Step 1-See Your Manager First.** The first step in resolving any complaint is to schedule a confidential meeting with your supervisor. If your manager or supervisor is unable to discuss the matter, or if the discussion does not lead to a satisfactory conclusion, then either party may proceed to the next step.

**Step 2** After Step 1 has been considered, any complaint can go to Step 2, which is to contact the Board president. The Board of Directors supports all employees working at mc3. Not only is the board charged with resolving disputes, it is a resource that may have innovative ideas for addressing issues or looking at problems from a different perspective. In cases where there is a concern regarding confidentiality, a detailed, written description of the situation or problem, including witnesses, names, dates, may be sealed in an envelope and presented to the board president. Senior Management may become involved.

**Step 3-Conference.** In most instances, the board president will schedule a conference to discuss an employee complaint. In the event a conference does not take place or is not successful, the board president will take responsibility for reviewing the matter with Senior Management.

Please understand that nothing in this Dispute Resolution Procedure or election not to use this Procedure shall conflict with the organization's at-will employment policy.

## **Whistleblower Policy**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical, or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to his/her Supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
3. The Whistleblower can report the event with his/her identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith - that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported the event in good faith) will be subject to discipline, including termination of Board or employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

## **Americans With Disabilities Act**

It is the policy of mc3 to offer employment to qualified individuals with disabilities based solely on their ability to perform essential functions of the job with or without reasonable accommodation. The organization will reasonably accommodate a qualified person's disability, to enable him or her to perform the essential functions of the job, provided no undue hardship would result, in accordance with the Americans with Disabilities Act (ADA) and any applicable state law.

If you require an accommodation in order to perform the essential functions of your job, you should contact your supervisor and request the specific accommodation you need. mc3 will work with you to identify possible reasonable accommodations that do not provide an undue hardship to the organization, if any, to help eliminate the limitation, and will act in accordance with the ADA and any other applicable laws.

## **Discriminatory Harassment**

Harassment in any form based on any Legally Protected Class or Characteristic will not be tolerated. Legally Protected Classes or Characteristics include race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic

characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, lawful change of name, Social Security number or federal employment authorization document, receipt of MediCal coverage, having a California driver's license with a "federal limits apply" notation, military or veteran status or any other legally protected characteristics. All such harassment is prohibited and can lead to disciplinary action, up to and including termination of employment. Our employees are hired, promoted and retained based solely on their abilities. We believe that our workplace should maintain an atmosphere respectful to all and conducive for all employees to carry out their duties without being subjected to offensive behavior. Therefore, it is the policy of mc3 that no employees be discriminated against or harassed by others based on their protected characteristics, and no organizations shall discriminate against or harass other employees or third-parties based on their protected characteristics. Contractors, volunteers, and interns are also protected by this policy.

Harassment does not require the intent to offend. Thus, inappropriate conduct meant as a joke, a prank, or even a compliment can lead or contribute to harassment. Examples of harassment include but are not limited to:

- comments, gestures, slurs, email messages, offensive posters, cartoons, pictures, drawings or jokes (including email messages or other electronic communications) that are directed at an individual because of that individual's Legally Protected Class or Characteristic.
- anything that belittles or demeans another on the basis of that individual's Legally Protected Class or Characteristic.

Any employee, contractor, intern, or applicant who feels he or she is the victim of discrimination, harassment or retaliation, or has witnessed or become aware of discrimination, harassment or retaliation toward another employee, contractor, intern or volunteer must immediately report the incident (without fear of reprisal) to any supervisor, manager or officer of the organization. Complaints may be made verbally or in writing. Supervisors, managers and organization officers are required to report any prohibited conduct they become aware of, whether by receiving a complaint, witnessing misconduct, or receiving a report of misconduct.

Employees should also be aware that, in addition to the remedies described in this policy, employees may make complaints about discrimination, harassment and retaliation directly to government agencies who handle such matters including state agencies and the Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing.

### **Sexual Harassment**

Sexual harassment, whether perpetrated by an employee or an outside party, and whether it is in the workplace or outside of the workplace, is illegal under federal and state law, and mc3 condemns and prohibits the sexual harassment of or by any employee, contractor, intern, client, or other related third party. Sexual harassment is behavior that a reasonable person would interpret as offensive, including, but not limited to:

- Verbal harassment (e.g., epithets, derogatory jokes, slurs, threats, persistent yelling/intimidating language);
- Physical harassment (e.g., assault, unwanted touching, blocking normal movement);
- Visual harassment (e.g., derogatory and/or racially/sexually-oriented posters, photography, cartoons, drawings or gestures); and

- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;
- The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment; or
- Submission to or rejection of the conduct is used as the basis for doing business with the organization.

Sexual harassment also includes offensive non-sexual conduct when directed at an individual because of his or her gender. Sexual harassment is not necessarily motivated by sexual attraction or desire, and may occur between individuals of the same or opposite gender, regardless of sexual orientation.

Sexual harassment comes in many forms and may involve any employee at any and all levels of the organization, a contractor, or a third party. Any employee who engages in prohibited harassment in violation of this policy will be subject to discipline up to and including termination. In addition, the individual may be personally liable in any legal action brought against him or her.

### **Complaint Procedure for Discrimination, Harassment and Retaliation Concerns**

Any employee, contractor, intern, or applicant who feels he or she has been discriminated against or harassed, or has witnessed or become aware of the harassment of an employee, contractor, client of the organization, or other related third party, must immediately report the incident (without fear of reprisal) to Chief Executive Officer or your supervisor.

Complaints will be handled as confidentially and promptly as is practical under the circumstances. The company will designate a qualified party to timely and impartially investigate all reports of discrimination or harassment. This process will give all parties notice of the nature of any allegations made against them and an opportunity to respond. All employees have a duty to cooperate in any such investigation. The investigation will be documented and tracked for progress to ensure timely resolution.

Upon completing the investigation, the company will determine whether misconduct has occurred, and will take appropriate and effective remedial action for violations of this policy. Individuals found to have violated this policy will be subject to discipline, from verbal or written warning, suspension or demotion, up to and including termination of employment, depending on the circumstances involved. The results of the investigation and action taken will be communicated to both the complainant and the individual accused of misconduct.

Retaliation against individuals who, in good faith, complain about harassment or discrimination, or who participate in an investigation, is strictly prohibited. Any employee engaging in retaliatory conduct will be subject to discipline up to and including termination. Reports of retaliation should be made through the complaint procedure above, and will be investigated and resolved in accordance with this policy.

## **Solicitation and Distribution**

You may engage in solicitation on the organization's premises only during your non-working time, and the non-working time of the person being solicited. Non-working time means time during meals or breaks, and before or after work. You may distribute or circulate non-organization written materials to other employees only during non-working time and only in non-working areas. If you are unclear whether an area is a work or non-work area, you should consult your immediate supervisor for clarification.

## **Drugs and Alcohol**

Drug and alcohol use is highly detrimental to the workplace and productivity. mc3 wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interests and the interests of their co-workers. Therefore, the organization requires that all employees report to work fit to perform their jobs and prohibits the use, possession, distribution or sale of alcohol or illegal drugs during working hours.

The use, possession, distribution or sale of illegal drugs or alcohol, or being under the influence of illegal drugs or alcohol, is strictly and expressly prohibited while on duty, while on the organization's premises or while operating a motor vehicle for business purposes. If you are using medication prescribed for you by your medical care provider, you are expected to abide by all restrictions on driving or use of equipment, or any other restriction related to the prescription medication. Failure to follow the restrictions or abuse of prescription medication will be treated as use of illegal drugs under this policy.

Please understand that if the organization has reasonable suspicion to believe that employees are under the influence of drugs or alcohol which adversely affects or could adversely affect job performance, mc3 reserves the right to require employees to submit to a drug or alcohol test in accordance with applicable laws and regulations. Rest assured that, at all times, employee privacy will be considered and testing information will be handled on a need-to-know basis. Organization policy prohibits employees from being at work impaired or under the influence of illegal drugs or alcohol. Failure to cooperate or violation of this policy can result in disciplinary action, up to and including termination.

## **Searches**

mc3 is concerned about maintaining security, protecting its property, and protecting employee property. The use or possession of prohibited substances on organization premises and property is not permitted. Misuse of organization information and/or property is also strictly forbidden.

Employees should have no expectation of privacy at work. All workstations, offices, persons, organization premises and property, vehicles, and other personal effects on organization property are subject to search without notice and upon demand. This also applies to organization property including laptops, PDA's, etc., even if files, folders or documents are password protected by the employee. No information stored on organization property may be considered private. A request for an employee to submit to a search does not imply an accusation of wrongdoing. Refusal to cooperate with a search request will result in disciplinary action up to and including termination.

Possession of prohibited substances, weapons, explosives, or other inappropriate paraphernalia is strictly prohibited and shall result in disciplinary action up to and including termination and/or physical removal from organization premises and property.

### **Personal Use of Organization Property**

Without the express prior authorization of management or except as explicitly permitted by organization policy, use of organization vehicles and equipment (such as telephones, fax machines and postage meters) is limited to organization business.

### **Housekeeping**

Please make an effort to keep your work area neat. Many of our work areas are visible to all who walk through our office. Also, please do your share to keep common areas tidy, i.e., the conference room, reception area, etc. Unnecessary clutter piled around the office may leave an unfavorable impression with clients who visit us.

### **Security**

Everyone shares the responsibility of maintaining a secure working environment. To this end, mc3 requires the cooperation of all employees in administering this policy. Of course, theft or unauthorized possession of the property of the organization or its employees, clients, and visitors is prohibited.

Employees are encouraged to take reasonable precautions in protecting their personal property and the property of the organization. Secured areas should always be used to store wallets, purses, etc. Unfamiliar individuals should be reported immediately. At the end of each day, employees should store valuable small items in a locked place. Any loss of property or suspicious event should be reported immediately. Close all files at the end of the day and lock all lockable drawers and cabinets.

Through administration of this policy and cooperating fully with law enforcement agencies, mc3 will strive to create a secure working environment for our employees. However, the organization is not responsible for reimbursing, replacing or repairing any employee's personal property that is stolen, lost, or damaged.

### **Personal Phone Calls**

We receive a high volume of phone calls from clients. To handle these calls promptly, we must avoid tying up the business lines with personal calls. Please ask your family and friends not to call you at work unless it is essential or an emergency. Likewise, please limit your outgoing personal calls on organization equipment to essential or emergency situations, and do not utilize organization equipment for personal long-distance calls.



## **Suggestions**

We want your ideas to make mc3 a better place to work. Any suggestions that you may have to improve the operations, eliminate waste, prevent accidents, and/or promote better working conditions will be appreciated. We encourage you to give suggestions to your supervisor and we will implement your suggestions based on appropriateness and business constraints in the organization's discretion.

## **Electronic Communication/Media**

mc3 uses multiple forms of information systems and electronic data/communication/media including, but not limited to, computers, e-mail, telephones, smart devices/voicemail, texts, instant messages, organization social media accounts, fax, and online information services. These systems, networks, and accounts (Electronic Communication/Media) are the property of the organization and are provided for and intended for business use only. Employees may; however, use organization email on non-work time for personal purposes subject to the general email restrictions in this policy. Please note that if you choose to conduct organization business on personal accounts or devices, the organization reserves the right to access such accounts or devices. You must restrict your business-related activity to business provided accounts, devices and systems if you wish to preserve your privacy on your personal systems.

Employees may install only organization approved software on organization systems unless authorized in writing. All electronic communications, all software and all hardware, remain the sole property of *mc3* and are to be used to conduct organization business. All information created by any employee using any means of Electronic Communication/Media is the property of the organization and remains the property of the organization.

mc3 reserves the right, without notice to the employee and/or in the employee's absence, to access and review electronic files, messages, mail, etc., and to monitor the use of Electronic Communication/Media. Therefore, employees who wish to retain privacy of any personal email communications should not use the organization's email system for those purposes.

While Electronic Communication/Media may use passwords for security, such passwords used in connection with Electronic Communication/Media are not intended for and may not be construed as creating personal privacy. An assumption must be made by each employee that any and all messages may be read or heard by someone other than the intended or designated recipient. The organization may override all personal passwords or security, at its discretion, related to Electronic Communication/Media.

Employees are prohibited from using the organization's Electronic Communication/Media in a way that violates the organization's policies or that is illegal. For example, communications using Electronic Communication/Media may not disclose the organization's proprietary and confidential information to third parties and may not contain sexual comments or images, racial slurs, or anything that may be construed as harassment or disparagement on the basis of race, color, age, sex (including breastfeeding and medical conditions relating to breastfeeding), religion (including religious dress and grooming practices), national origin, mental or physical disability, genetic characteristics and information, ancestry, marital status, family status, political belief, sexual orientation, gender (including gender identity and expression), medical condition, lawful change of name, Social Security number or federal employment authorization document, receipt of

MediCal coverage, having a California driver's license with a "federal limits apply" notation, military or veteran status or other protected status.

Employees are not permitted to access files, messages, or any documents or correspondence created by or intended for other employees or third parties, even on company systems unless directed to do so by organization management. Although employees may have passwords that restrict access to their voicemail, messages and other devices and systems, this does not limit the organization's ability to access any files, messages, documents or correspondence stored on or deleted from the Electronic Communication/Media systems.

Access to the Internet using the organization's Electronic Communications/Media, including but not limited to the use of e-mail and the web, is provided for business purposes only, except that personal use during non-work hours is permissible.

Any employee who violates this policy or uses Electronic Communication/Media for prohibited purposes shall be subject to discipline, up to and including termination. The organization may also be obligated to report the improper use to the appropriate law enforcement or government agencies.

Questions about what constitutes Electronic Communication/Media under our definition or access to Electronic Communication/Media and its use, or issues relating to data security, must be directed to your supervisor and resolved prior to the use of Electronic Communication/Media.

## **Social Media and Networking Policy**

The following is Marin Child Care Council's social media and social networking policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of mc3. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the company.
2. Information published on your blog(s) should comply with the company's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
3. Be respectful to the company, other employees, customers and partners.
4. Social media activities should not interfere with work commitments. Refer to use of Electronic communications/Media usage policies.
5. Your online presence reflects mc3. Be aware that your actions captured via images, posts, or comments can reflect that of mc3.
6. Do not reference or site mc3 clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
7. Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
8. Company logos and trademarks may not be used without written consent.

Nothing in this guideline should be interpreted to restrict or inhibit your ability to discuss the terms and conditions of your own employment at the organization (e.g. wages, grievances, workplace

conditions, hours, safety issues, EEO and harassment issues), or those of your co-workers, with your co-workers or third parties, or to require the organization's approval prior to engaging in such discussions, as protected by Section 7 of the National Labor Relations Act.

## **Workplace Violence Policy**

The organization believes all employees are entitled to a safe workplace and is committed to reinforcing workplace safety. As part of this philosophy, the organization is specifically committed to providing a workplace that is free of threats or acts of violence and to protecting its employees from such conduct on its premises. In keeping with this commitment, we have established a strict policy that prohibits any employee from engaging in behavior that is violent, threatening or intimidating, while on duty, on organization business, or while engaging in off-duty conduct that relates to employment. This policy applies to all employees, including management and non-supervisory staff. In addition, the organization is equally committed to preventing violent or threatening behavior on its premises by individuals other than employees such as temporary contract employees, visitors, guests, or family members of its employees.

### **Prohibited Conduct**

This policy prohibits not only physically violent behavior, but also behavior that is threatening, harassing or intimidating. Prohibited behavior includes, but is not limited to:

- Possession of firearms, explosives, weapons such as knives, or any other hazardous or dangerous devices on organization premises or at any organization function, whether on or off premises. Additionally, use of any item as a weapon or dangerous device is prohibited on company premises or at company functions.
- Disorderly conduct on premises, including fighting, inciting/provoking another to fight, battery, attempted bodily injury, or physically abusing any employee or visitor.
- Using abusive or threatening language, coercing, threatening or otherwise harassing any employee or visitor.
- Actual or threatened physical violence towards another employee or visitor.

### **Response Guidelines**

Keeping the workplace free of violence can only be accomplished if every employee takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, all employees are responsible for reporting any incident involving threats or acts of violence immediately to their supervisor or to any other manager. The matter will be investigated and any appropriate corrective action taken, as determined by mc3. Further, the firm can intervene where there is a suspicion that an employee may cause harm or pose a safety threat to him or herself or others. Violations of this policy may result in disciplinary action, up to and including termination.

In addition, to assist the organization in its efforts to maintain a violence-free workplace, employees are strongly encouraged to notify their supervisor about any restraining order in effect or any potentially violent situation outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace have a duty to speak with their supervisor. Employees making reports as encouraged by this policy will not be retaliated against, and the organization will not tolerate any such retaliation.

## **Investigations Policy**

In order to protect the rights of all employees as well as the business interests of mc3, the

organization will appropriately investigate all claims of discrimination, harassment, retaliation, violence, misconduct or any other matter brought to our attention which might interfere with a safe, harmonious, and/or harassment free workplace.

In order to effectively implement this policy, the organization must make it a condition of employment that all employees fully cooperate with any investigation conducted by mc3. Rest assured that, at all times, employee privacy will be considered and investigative information will be handled on a need-to-know basis. Obstructing, intentionally providing false information, or failing to cooperate with an investigation can result in disciplinary action, up to and including termination.

Further, retaliation against individuals who, in good faith, file complaints or participate in an investigation is strictly prohibited and any employee engaging in such retaliatory conduct will be subject to disciplinary action, up to and including termination.

### **Education Assistance Program**

Marin Child Care Council encourages employees to enhance their job effectiveness through education. Marin Child Care Council will reimburse employees for approved education programs or courses of study that relate directly to your job or a job for which management feels you have reasonable potential. Courses that are not job-related may be approved on an individual basis if required to complete an agency-approved degree or certification program.

#### **How the Program Works**

- To be eligible for the Education Assistance Plan, you must be employed at Marin Child Council for at least one year.
- Marin Child Care Council will reimburse for courses offered by a fully accredited college or university. Courses must be completed with a "C" grade or better.
- Get course approval from the Chief Executive Officer before the course begins.
- When you complete a course, submit a proof of completion, your grade, and the total charges.
- You need to request reimbursement within 60 days of completing a course. Reimbursement will be made directly to you.
- Classes are scheduled outside of normal working hours.
- Educational assistance benefits up to \$5,250 annually will not be included in your taxable income. Refer to IRS Publication 970 (2006), Tax Benefits for Education for further information about taxability of educational assistance.

### **Telecommuting**

The organization considers telecommuting to be a viable work option for management employees which, when properly implemented and administered, benefits both the organization and the telecommuter. mc3 generally believes that only on rare occasions the conditions are present that can make it desirable both for the employee and the organization to telecommute. Telecommuting is defined as the substitution of communications technology, including, but not limited to, telephones, facsimile machines, and computers, for travel to the organization's offices. A telecommuter is an employee who works for the organization from a home, or other remote office, for some part of the regularly scheduled workweek.

Telecommuting does not change the basic terms and conditions of employment with the organization. All employees, including telecommuters, are subject to the organization's employment policies and procedures set forth in this Employee Handbook and in any agreement between mc3 and the employee.

### **Scheduled Workweek**

A telecommuter must be accessible for a majority of the organization's normal working hours while working from his or her home office.

Non-exempt telecommuters must complete a daily time sheet, and either 'log on' to their computer or call in to work at the beginning of the workday and 'log out' or call in at the conclusion of the workday. An overtime non-exempt telecommuter must also take his or her required breaks and must obtain pre-approval to work any overtime in accordance with organization policy. Exempt telecommuters should make arrangements with their supervisor for tracking the work they perform for the organization while telecommuting.

Any changes to a telecommuter's work schedule must be approved by the Chief Executive Officer.

### **Workplace**

The telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules and regulations. The telecommuter is responsible for any tax implications related to the telecommuter's workplace.

The telecommuter is responsible for setting up and maintaining an ergonomically correct workstation. Employees requiring assistance in this regard should contact the Director of Finance.

The organization will pay the reasonable cost of all supplies used by the employee at home. Office supply needs of the telecommuter should be ordered through the normal office procedures.

### **Equipment**

The organization shall provide, at its discretion, equipment to be used by the telecommuter in his or her home office. The telecommuter must use all organization-provided equipment only for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner.

The organization may, at its sole discretion, install one or more telephone lines in the telecommuter's designated work space to be used by the telecommuter for making and receiving business phone calls and for use with a computer and/or facsimile machine. All phone lines installed in the telecommuter's home office by the organization will be in the organization's name, and the telecommuter will not have any right in, or title to, said phone lines.

mc3 is responsible for the installation, repair and maintenance of all organization-owned telecommuting equipment, office equipment and furniture. If any organization-owned equipment malfunctions or performs improperly or unsafely, the telecommuter must promptly notify his or her supervisor. If the setup requires repair that is a result of the telecommuter's carelessness or lack of reasonable diligence in protecting the equipment, the telecommuter will be responsible for the repair costs; however, no repair of organization equipment is to be made without prior permission.

## **Protecting Personal Information**

The organization is committed to protecting confidential information. This concern extends to personal information about employees and clients. Personal Information is a person's first name or first initial and last name in combination with any of the following identifying information: Social Security or employer taxpayer identification numbers; driver's license, state identification card, or passport numbers; checking and/or savings account numbers; credit and/or debit card numbers; Personal Identification Number (PIN) Code, electronic identification numbers, electronic mail names or addresses; Internet account numbers or Internet identification names; digital signatures; or any other numbers or information that can be used to access a person's financial resources, biometric data, fingerprints, passwords, home telephone number, personal cell phone number, personal email address, shift times, work schedule and/or parent's legal surname prior to marriage.

Unless disclosure to a third party is required by law or required pursuant to a court order, a warrant issued by a judicial officer, a subpoena issued in a pending civil or criminal case, or by discovery in a civil case, the organization will not disclose Personal Information to any third party without the employee's consent.

To that end, mc3 requires all employees to take steps to ensure their personal information and that of other employees and clients (e.g. Social Security number, banking information and medical insurance data) is properly stored, and when no longer needed, disposed of properly so that information cannot practicably be read or reconstructed.

In the event that unauthorized disclosure of personal information occurs, the Organization will comply with all state laws about investigating the unauthorized disclosure, including its cause, persons involved, and the extent of the security breach. The organization shall take immediate steps to prevent further unauthorized disclosure of this information, and to prevent future disclosures of a similar nature.

## **Cellular/Wireless Telephones**

Organization-owned or leased cellular/wireless phones may be issued to employees for the purpose of conducting business at the sole discretion of mc3. Any overage, long distance, roaming or other charges for personal calls will be the responsibility of the employee, except in the case of an emergency. The organization reserves the right to audit phone records to ensure proper use.

In the unusual event that you are required to use their own personal cell phone to conduct business, reimbursement of actual expenses incurred may be requested and must be approved by your supervisor. All requests for reimbursement are to be submitted with regular expense reimbursements requests, and in accordance with standard organization procedure.

## **Return of Equipment**

Any employee who is issued an organization cell phone owned by the organization is expected to return the phone and all related equipment, in good working order and repair, upon termination of employment with the organization. The organization reserves the right to seek the cost of a replacement phone in the event a phone is not returned, or is returned, but not in acceptable condition in accordance with all applicable laws.

### **Safe Use of Cell and Smart Phones and Other Mobile Electronic Devices**

Employees are expected to refrain from using mobile electronic devices to conduct organization business while driving, or using mobile electronic devices for any purposes while driving on organization business. If your job requires that you keep your cell or smart phone turned on while you are driving, you must use a hands-free device and safely pull over to the side of the road before conducting organization business. If pulling over is not an option, employees must use a hands-free device and are expected to keep the call short, refrain from discussing complicated matters and keep their eyes on the road. Under no circumstances should employees initiate a phone call while operating a motor vehicle, nor should employees use a cellular or smart phone during periods of adverse weather, traffic or low visibility. Also, under no circumstances should employees be reading, composing, or sending emails or text messages, checking for phone messages or surfing the internet on a mobile electronic device while driving. The organization neither expects nor allows an employee to put themselves or others at risk to fulfill business needs.

If an employee is charged with a traffic violation resulting from the use of a cell phone or PDA while driving, the employee will have sole responsibility for all costs and other liabilities resulting from such violation.

Employees should be aware that using a cell phone might carry health risks. Employees concerned with the potential health risks who do not choose to refrain from using cell phones altogether should limit their cell phone use and use a head set or hands-free device at all times.

### **Use of Personal Cell Phones at Work**

Employees using personal cell phones or PDAs at work are expected to exercise the same discretion as when using organization phones or email systems. As excessive personal calls and emails are disturbing and distracting to others, and adversely impact the employee's productivity, employees should keep personal phone calls and emails to a minimum. Employees should be sure to make friends and family aware of this policy.

Employees may use their personal cell phones and electronic devices on their designated breaks. The organization has no responsibility or liability for personal cell phones or electronic devices brought to work.

### **Parking**

mc3 is not responsible for any loss or damage to employee vehicles or contents while parked on agency property.

### **Employee References**

All requests for references must be directed to the Chief Executive Officer. No other manager, supervisor or employee is authorized to release references for current or former employees. The agency's policy as to references for employees who have left mc3 is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, mc3 will also provide a prospective employer with the information on the amount of salary or wage you last earned.

## **Smoking**

For health and safety considerations, the organization does not allow smoking on its premises, except outside in designated areas during breaks and meals only. Smoking is prohibited within all other areas of the facilities. "Smoking" includes the use of e-cigarettes and other electronic nicotine delivery systems, as well as other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products.

## **Vehicular Operational Safety Guidelines**

mc3 places great importance on the operation of vehicular equipment in a safe and appropriate manner whether in the course of performing organization work or on the employee's own personal time. Accordingly, employees who operate vehicular equipment as part of their job with the organization are responsible for maintaining a safe personal driving record both on and off the job. Any employee who receives an infraction on his or her driving record, and who is required to drive as part of his or her job must immediately inform the organization of the infraction. In most cases, monetary liabilities incurred during the course of business due to an employee's negligence (i.e. parking tickets) will be the sole responsibility of the employee.

An employee who must drive as part of his or her job with the organization and who loses his or her legal driving privilege, for any reason, may be subject to discipline up to and including termination of employment. Further, if any employee who operates a vehicle for the organization creates a safety hazard which comes to the organization's attention or is sufficient to cause the organization's liability insurance carrier to increase premiums, then the employee may be subject to disciplinary action, up to and including termination.

## **COVID 19**

Please note that Marin Child Care Council; has a Covid 19 Prevention program plan. Please see the CPP plan that is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

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## Employee Handbook Acknowledgement and Agreement

I acknowledge that I have received and read a copy of the MCCC Employee Handbook. I understand that I am responsible for complying with the policies set forth in the Handbook during my employment with the organization.

I further understand, however, that the guidelines contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a "fair procedure" prior to termination or other disciplinary action. I also understand that, except for the organization's at-will employment policy, the organization may amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the organization cannot anticipate every issue that may arise during my employment, if I have any questions regarding any organization guidelines or procedures, I should consult the organization's Human Resources Department.

I have carefully read this Acknowledgement of Receipt.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Please print your full name*

Please sign and date this notice and return it to Human Resources.