**WELCOME TO FUTURES EXPLORED!!**

**Mission Statement**

The mission of Futures Explored is to provide life skills and work-related training to adults with developmental disabilities. We support our participants in reaching their optimum level of individual potential by delivering a broad range of resources and ongoing guidance.

**Motto**

“Dignity through Work and Community Participation”

**Code of Ethics**

Respect ~ Honesty ~ Responsibility

**INTRODUCTION**

Welcome! As an employee of Futures Explored, you are an important member of a team effort. We hope that you will find your position with the agency rewarding, challenging, and productive. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of Futures Explored.

This Employee Handbook is intended to explain the terms and conditions of employment at Futures Explored. This Handbook is the property of Futures Explored, and it is intended as a source of information for you and is your own personal reference book. This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here.

For the most current version, please go to:

[www.futures-explored.org](http://www.futures-explored.org) → Staff Pages → Agency Information → Handbooks → Employee Handbook

Every effort has been made to include all pertinent information for the employee; however, if there is any other information you desire, please feel free to contact your Director/Coordinator or the Executive Director. No individual other than the Executive Director has the authority to enter into any employment agreement or other agreement that modifies the policies of Futures Explored. Any such agreement or modification must be expressly approved of in advance by the Board of Directors and must be in writing signed by the Executive Director and by the affected employee.

Each employee, including both new and continuing employees, should sign the acknowledgement form and return it to the Administrative Director. This will provide Futures Explored with a record that each employee has received the Handbook. By executing this acknowledgement form, each employee acknowledges that s/he has reviewed this Handbook and is familiar with its contents.

The Board of Directors of Futures Explored is responsible for the establishment, amendment, and repeal of the personnel policies. The Personnel Committee of the Board of Directors is responsible for matters relating to personnel policies and shall make recommendations to the Board of Directors as required. Personnel policies and practices will be reviewed on an annual basis.

The Executive Director is responsible for implementing the personnel policies and procedures. The Executive Director is authorized by the Board of Directors to deviate from the personnel policies and procedures only when the health and/or safety of participants and/or staff are threatened.

**RIGHT TO REVISE HANDBOOK**

This Handbook generally describes the employment policies and practices of Futures Explored in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded. Futures Explored reserves the right to revise, modify or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other documents, except for the policy of at-will employment. Any written changes to this Handbook will be distributed to employees and posted on the Futures Explored website so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Handbook. This handbook sets forth the entire agreement between you and Futures Explored as to the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.
HARASSMENT, DISCRIMINATION, AND RETALIATION PREVENTION

Futures Explored is an equal opportunity employer. Futures Explored is committed to providing a work environment free of harassment, sexual harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Age (40 and over),
- Ancestry,
- Color,
- Denial of family and medical care leave,
- Disability (mental and physical) including HIV and AIDS,
- Gender,
- Gender identity,
- Gender expression,
- Genetic information,
- Marital status,
- Medical condition (cancer and genetic characteristics),
- Military and veteran status,
- National origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9),
- Race,
- Registered domestic partner status,
- Religious creed (including religious dress and grooming practices),
- Sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth and breastfeeding), and
- Sexual orientation or any other basis protected by federal, state, or local law, ordinance or regulation.

It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, Futures Explored prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates Futures Explored policy. All such harassment is unlawful.

Harassment Prevention: Futures Explored's policy prohibiting harassment applies to all persons involved in the operation of Futures Explored. Futures Explored prohibits harassment, disrespectful or unprofessional conduct by any employee of Futures Explored, including supervisors, managers and co-workers. Futures Explored's anti-harassment policy also applies to third parties, including vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

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

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, propositions, comments, posts, or messages;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- Visual conduct such as leering, making sexual gestures, or displaying of derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
• Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in exchange for sexual favors;

• Making or threatening reprisals after a negative response to sexual advances;

• Retaliation for reporting or threatening to report harassment; and

• Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by Futures Explored policy.

The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

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

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

Non-Discrimination: Futures Explored is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Futures Explored operations. Futures Explored prohibits unlawful discrimination against any job applicant or employee by any employee of Futures Explored, including supervisors and coworkers.

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

Futures Explored prohibits unlawful discrimination in making decisions about job assignments and promotions.

Anti-Retaliation: Futures Explored will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

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

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

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Administrative Director to discuss the need for an accommodation. Futures Explored will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee, or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Administrative Director to discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, Futures Explored will make the accommodation.

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

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.
COMPLAINT / GRIEVANCE PROCEDURE

Futures Explored encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

Complaint Process: If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct:

1. Bring your complaint to your Director/Coordinator or to any other Director/Coordinator, the Administrative Director (Human Resources), or the Executive Director within a week of the occurrence, or as soon as possible after the incident. You can bring your complaint to any of these individuals.

OR

2. You may describe your complaint in writing and present it to the Administrative Director (Human Resources). A link is posted on the Futures Explored website for this purpose:

   www.futures-explored.org → Staff Pages → Staff Grievances

OR

3. If you need assistance with your complaint, or you prefer to make a complaint in person, contact Dienne Kelly, Administrative Director (925) 332-7183 / diennekelly@futures-explored.org.

4. Provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

5. Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Administrative Director (Human Resources) of Futures Explored so Futures Explored can try to resolve the complaint.

6. When Futures Explored receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements.

   Typically, investigations will be conducted by a Director or a Coordinator, and will include the following steps: an interview of the employee who lodged the complaint in order to obtain complete details regarding the issue; interviews of anyone who is involved in the issue; and interviews of anyone who may have witnessed, or who may have knowledge of, the issue.

7. Futures Explored will reach reasonable conclusions based on the evidence collected, and will provide a solution or explanation within 10 working days.

8. Futures Explored will maintain confidentiality to the extent possible. However, Futures Explored cannot promise complete confidentiality. The employer’s duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

9. Complaints will be:

   ▪ Responded to in a timely manner.
   ▪ Kept confidential to the extent possible.
   ▪ Investigated impartially by qualified personnel in a timely manner.
   ▪ Documented and tracked for reasonable progress.
   ▪ Given appropriate options for remedial action and resolution.
   ▪ Closed in a timely manner.

10. If the problem is not resolved, you may present the problem in writing to the Executive Director, who will attempt to reach a final resolution. If you need assistance with the written complaint, contact Will Sanford, Executive Director (925) 284-3240 x214 / willsanford@futures-explored.org. The Executive Director is authorized by the Board of Directors to reach a final resolution.

11. If the complaint involves the Executive Director, then it may be brought directly to the attention of the President of the Board of Directors.

   Contact Gary Lewis, Board President / garylewis@futures-explored.org.

12. If the complaint, suggestion or question involves the President of the Board of Directors, then it may be brought directly to the attention of any member of the Board of Directors.

CORRECTIVE ACTION: If Futures Explored determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. Futures Explored also will take appropriate action to deter future misconduct.

Any employee determined by Futures Explored to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Distribution of Harassment, Discrimination, and Retaliation Prevention Policy: Futures Explored’s policy on Harassment, Discrimination, and Retaliation Prevention is contained in this Employee Handbook. The Employee Handbook is given to employees at the new hire orientation to keep until employment ends, and is updated and posted on our website:

COMPLAINT / GRIEVANCE PROCEDURE - FORMER EMPLOYEES

In the event of a grievance, the former employee must submit a written complaint within five calendar days following date of separation. This complaint should be directed to the Executive Director and specify the grievance and desired remedy. After the initial grievance is filed, the grievance procedure is as specified above for current employees.

SUGGESTION BOX

REPORTING A GENERAL COMPLAINT OR SUGGESTION: Suggestions for improving Futures Explored are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions, or the treatment you are receiving. An employee’s good-faith complaints, questions, and suggestions are of concern to Futures. For suggestions/comments, Futures Explored has posted a link on our website:

www.futures-explored.org → Staff Pages → Suggestion Box

The Suggestion Box is anonymous, and all comments are reviewed at the monthly management meetings.

WHISTLEBLOWER PROTECTION POLICY

If any director, officer, executive, or other employee (“covered person”) reasonably believes that some policy, practice, or activity of Futures Explored, Inc. is in violation of law, a written complaint must be filed by that covered person with the Executive Director or the Board President.

It is the intent of Futures to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization’s goal of legal compliance. The support of all covered persons is necessary to achieving compliance with various laws and regulations. A covered person is protected from retaliation only if the covered person brings the alleged unlawful activity, policy, or practice to the attention of Futures and provides Futures with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to covered persons who comply with this requirement.

Futures Explored, Inc. will not retaliate against a covered person who in good faith, has made a protest or raised a complaint against some practice of Futures, or of another individual or entity with whom Futures has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Futures will not retaliate against any covered person who discloses or threatens to disclose to a supervisor or a public body, any activity, policy, or practice of Futures that the covered person reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law.
EMPLOYMENT-AT-WILL

Futures Explored personnel are employed on an at-will basis. Employment at-will means that the employment relationship may be terminated, with or without cause and with or without advance notice at any time by the employee or Futures. Nothing in this handbook shall limit the right to terminate at-will employment. No manager, supervisor, or employee of Futures Explored has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Executive Director of Futures Explored has the authority to make any such agreement, which is binding only if it is in writing.

SELECTION OF PERSONNEL

The Executive Director shall be responsible for employment of the staff to fill positions approved by the Board of Directors in accordance with the personnel policies and practices adopted by the Board of Directors. The Executive Director may delegate other administrative and supervisory staff to be responsible for employment screening and interviewing of applicants. The Executive Director will make the final decision in regard to employment of all staff. The Executive Director will be hired by the Board of Directors.

Staff are selected who meet the educational and/or experience requirements of the position. Futures Explored will ensure that credentials are reviewed and verified as necessary. A report of all staff with certifications/licenses will be produced by the Administrative Director, and Directors and Coordinators will be informed to ensure that certifications remain current.

APPOINTMENT AND EMPLOYMENT CONDITIONS

Any individual who is offered and accepts employment is given notification of the offer which shall include the title of the position, starting wage, date of employment, job description, access to these personnel policies, and any other conditions applicable to the involved position.

NEW EMPLOYEE INFORMATION

On or before the first day of employment, employees will receive a Futures Explored Employee Handbook as well as the Policies, Procedures, & Information Manual to review. Employees will be requested to sign forms stating that they have received and read them.

NEW EMPLOYEE CHECKLIST

Before employment begins with Futures Explored, employees are required to provide the following documentation and paperwork:

- Emergency Information Form
- New Employee Information Form
- LIC 501 Personnel Record (Application) / Resume
- Transcript/Diploma (if required for position)
- LIC 508 Criminal Record Statement
- Live Scan Fingerprint Clearance (or Exemption)
- LIC 9052 Employee Rights
- SOC 341A Statement Acknowledging Requirement to Report Abuse
- Reporting Elder & Dependent Adult Abuse Acknowledgment
- LIC 503 Health Screening Report / TB Test Proof & Result
- Controlled Substance Test Report (if applicable)
- Acknowledgment of MPN Information
- Cell Phone Agreement
- Code of Ethics Statement
- Driver Agreement (if applicable)
- Electronic Mail Agreement
- Employment / Service Guidelines
- Harassment Notifications Acknowledgment
- Order Regulating Wages & Hours/Meal Breaks & Rest Periods/On-Duty Meal Break Waiver
- Publicity & Photo Release
- Timecards Form (if applicable)
- Waiver of Auto Liability (if applicable)
- Waiver of Personal Conduct
- Reference Release
- Position Description
- Auto Insurance Proof (if applicable)
- CA Driver License (if applicable)
- Authorization for Release of Driver Record Information (if applicable)
- DMV Printout (if applicable)
- I-9 Form Employment Eligibility Verification
- Identification as listed on the I-9
CRIMINAL BACKGROUND CHECK / CLEARANCE / EXEMPTION

California State Licensing and Futures Explored require that all employees who have any participant contact must receive a criminal record clearance, or must obtain an exemption to work in a state-licensed facility, prior to start. All employees must complete the LIC508 Criminal Record Statement as part of the application process. Employees must be fingerprinted at a Live Scan Service Center. A new hire may not begin employment until Futures receives a criminal record clearance (or exemption). An applicant may obtain a Criminal Record Exemption from the Department of Social Services Caregiver Background Check Bureau by following their outlined procedures.

I-9 DOCUMENTATION

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within 3 days of starting employment. Former employees who are rehired may also be required to complete this form. Futures Explored will ask workers to show their work authorization documents again (after you already filled out the I-9 Form when you were hired), if the work authorization document you present has an expiration date.

If you are still eligible for employment authorization but your EAD will be expiring or has expired, you should file for a renewal EAD by submitting a new Form I-765.

If you submit an Employment Authorization Document Card (Form I-766) with an expiration date, Futures Explored is required by law to re-verify your employment authorization no later than the date that employment authorization expires.

To continue to employ an individual whose employment authorization has expired, Futures Explored needs to re-verify your authorization in Section 3 of the I-9 Form. Reverification must occur no later than the date the employment authorization will expire. The employee must present a document of their choice from either List A or List C that shows either an extension of his or her initial employment authorization or new employment authorization.

HEALTH SCREENING

Futures Explored and California State Licensing require evidence that employees are free from communicable diseases and can perform the job duties assigned. A health screening, by or under the direction of a physician, must have been performed not more than one year prior to employment or within seven days after employment. Employees are required to have the LIC503 Health Screening form filled out by a physician. In addition, employees are required to fully observe the “Policy & Procedure on Control of Infection” plan as mandated by the U.S. Department of Labor, Occupational Safety and Health Administration.

TB TEST

Futures Explored and California State Licensing require all employees to have a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to or seven days after employment. Employee must present proof of test with date as well as result.

AUTO INSURANCE / DMV REPORT / DMV REGISTRATION

Employees are required to have reliable transportation, a current and valid driver’s license, automobile registration, and auto insurance. Employees are required to show evidence of their liability coverage for bodily injury or property damage, updated upon each cancellation or expiration, before the first day of employment and at any time during employment upon request. Futures Explored retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is expired, suspended, or revoked, or who fails to maintain personal automobile insurance coverage or registration, or who is uninsurable under Futures’ policy. Employees of Futures must present an up-to-date DMV printout of their driving record before the first day of employment and at any time during employment upon request.

STAFF INFORMATION

Futures Explored is required by law to keep current all employees’ names and addresses. Employees are responsible for notifying Futures Explored in the event of a name or address change. In order to keep all personnel records up-to-date, it is the responsibility of the employee to update ADP and fill out a Change In Name/Address/Phone Number form to notify the Administrative Director of any changes, including:

Name ~ Address ~ Phone Number ~ Emergency Contacts ~ Auto Insurance

Other forms to be filled out are listed on the Change In Name/Address/Phone Number form.
EMPLOYMENT CATEGORIES

Employment at Futures Explored is employment-at-will. Employees are hired for an indefinite and unspecified duration of time. During the course of employment the employee is free to leave Futures at any time for any reason, and Futures reserves a similar right. Thus, both the employee and Futures have the right to terminate the employment at any time, with or without cause. This is called “employment at will.”

An employee will not change status to another status unless specifically informed of such a change in writing.

A. INTRODUCTORY / REGULAR

1. Introductory Employees: Futures hires employees on a trial basis for a minimum of 180 calendar days for the purpose of assessing their ability to perform assigned tasks. As is the case with all employment at Futures, such employment may be terminated at any time, with or without cause, during this period if the employee or Futures deem such action appropriate. This 180-day period may be extended by Futures, in its sole discretion, if it determines that such an extension is desirable or appropriate for any reason.

2. Regular Employees: Employees who successfully complete their training and introductory period are called Regular Employees. Regular Employees may be classified as Full-time, Part-time, or Less than Part-time. Completion of the introductory period does not entitle an employee to remain employed by Futures Explored for any definite period of time. An employee’s status as an at-will employee does not change - the employment relationship may be terminated with or without cause and with or without advance notice, at any time by the employee or Futures.

B. NON-EXEMPT / EXEMPT

1. Non-Exempt Employees: Non-Exempt Employees include all employees who are covered by the overtime provisions of applicable law. Employees in this category are entitled to overtime pay as provided by law. Only those hours that are actually worked are added together to determine an employee’s overtime pay (see Overtime policy). Compensated holidays, for example, are not hours worked and, therefore, are not counted in making overtime calculations. No Non-Exempt Employee may work overtime without prior approval by the employee’s Director/Coordinator.

2. Exempt Employees: This category includes all employees who are classified by law as exempt from the overtime provisions of federal and state law.

C. FULL-TIME, PART-TIME, LESS THAN PART-TIME, TEMPORARY/ON-CALL

1. Full-time Exempt Employees are employees who are scheduled for and do work a minimum of 40 hours per week, and are classified as Exempt. (Directors, Coordinators, Level IV.5)

2. Full-time Level IV Non-Exempt Salary Employees are employees who are scheduled for and do work 40 regularly scheduled hours per week, are classified as Non-Exempt, and are paid a salary.

3. Full-time Level IV Non-Exempt Hourly Employees are employees who are scheduled for and do work 40 regularly scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate.

4. Full-time I Non-Exempt Hourly Employees are employees who are scheduled for and do work 36-40 regularly scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate.

5. Full-time II Non-Exempt Employees are employees who are scheduled for and do work 32-35.75 regularly scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate.

6. Part-time I Non-Exempt Employees are employees who are scheduled for and do work 26-31.75 regularly scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate.

7. Part-time II Non-Exempt Employees are employees who are scheduled for and do work 20-25.75 regularly scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate.

8. Less than Part-time Non-Exempt Employees are employees who are scheduled for and do work less than 20 scheduled hours per week, are classified as Non-Exempt, and are paid an hourly rate. If a Less than Part-time employee works 20-31 scheduled hours per week for three consecutive months, the employee may then be converted to Part-time status. If a Less than Part-time employee works 32-40 scheduled hours per week for three consecutive months, the employee may then be converted to Full-time status.

9. Temporary/On-Call Non-Exempt Employees are those who are employed for short-term assignments or hold jobs of limited duration arising out of special projects, heavy workloads, or emergencies. Short-term assignments generally are periods of three months or fewer; however, such assignments may be extended. Temporary/On-Call employees are not eligible for employee benefits except those mandated by applicable law.
D. STAFF-IN-CHARGE

1. **Staff-in-Charge**: Staff-in-Charge employees are those who have the responsibility to supervise and train staff and participants, ensure that staff and participants adhere to agency policies and procedures, perform Workers' Compensation procedures, assist with the coordination and implementation of the Health & Safety program, and assist with the coordination and implementation of the Staff Training Plan. Staff-in-Charge employees at licensed facilities have the responsibility to ensure site adherence to Adult Day Program Licensing Regulations. Staff-in-Charge employees are Directors, Coordinators, Level IV's, and Level III's. SIC employees must be scheduled for and work a minimum of 36 hours per week.

E. INACTIVE STATUS

1. **Inactive Employees**: Employees who are on any type of leave of absence, work-related or non-work-related, that exceeds any protected state or federal leave of absence will be placed on inactive status. Unless health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier’s policy. Contact the Administrative Director for more information. Also, intermittent employees who generally work only when needed/seasonally/occasionally are placed on inactive status while not working.
TRAINING & INTRODUCTORY PERIOD

The first six months of continuous employment at Futures Explored is considered a training and introductory period. Employees who successfully complete the training and introductory period become regular employees.

The training and introductory period provides a time for you to learn responsibilities, get acquainted with fellow employees, and determine whether you wish to continue the job. The Director/Coordinator will review your performance upon completion of the trial period. If it is found to meet the standards, and it is decided that you will continue employment, the review will advise you of any improvements expected. You may express suggestions to improve Futures’ efficiency and operation.

Completion of the introductory period does not entitle you to remain employed by Futures for any definite period of time. Your status as an at-will employee does not change - the employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or by Futures.

POSITION DESCRIPTION / JOB DUTIES

Upon hire, employees are given a position description to be signed. The position description states the minimum requirements of the job, including Specific Duties, General Responsibilities, Qualifications, and Special Requirements. During the introductory period, the supervisor will explain the job responsibilities and performance standards expected of each employee. Be aware that job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects or to assist with other work necessary to the operation of Futures. The cooperation and assistance of all employees in performing such additional work is expected. Employees are required to review their position description and bring it to their annual performance evaluation.

Futures Explored reserves the right at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job position or assign additional job responsibilities.

COMPENSATION

The Executive Director and the Administrative Director are responsible for policy guidance and administration of a uniform compensation program to achieve the goal of equitable and fair compensation.

The Administrative Director administers the classification and pay system. Each employee is placed in the job classification that accurately reflects his/her responsibilities and is paid within the established pay range for his/her job. Pay rate is initially determined by factors such as required education and experience relative to the job’s minimum qualifications and rates paid to other job employees at the same level.

Certain designated positions earn “+$1/hour”. Employees who enter into such designated positions will earn the +$1/hour as long as they remain in the position. Employees are specifically informed in writing of “+$1/hour” designated positions and all changes in wages.

SALARY INCREASES / RAISES

Salary increases and raises, including, but not limited to, cost of living adjustments, may or may not be given solely at the discretion of Futures. Generally, a salary increase or raise of any type will not be given to an employee more frequently than once per year. From time to time, the Board of Directors of Futures may (or may not), at its discretion, authorize a merit increase for certain employees as the budget allows. An employee’s salary/wage will not change unless the employee is specifically informed of such a change in writing.
INTERNAL JOB ANNOUNCEMENTS

When a position is posted for internal interest, the announcement will include the job title, a description of the position, minimum qualifications, special requirements, the selection process, and the deadline for application. All Internal Job Announcements are sent by email from the Administrative Director to all employees.

TRANSFERS

A lateral transfer occurs when an employee moves to a different department and/or position assigned to the same pay grade/range. A lateral transfer does not include a wage change.

PROMOTIONS

A promotion occurs when an employee moves from a position in one job classification to an existing position which is classified in a higher pay grade/range; the original position is left vacant, to be filled, or eliminated. An employee who receives a promotion will be brought to the appropriate rate identified in the new pay grade/range.

It is Futures Explored’s policy to promote the professional growth of each employee. Therefore, based on an employee’s qualifications, preference will be given to current employees whenever possible in filling available positions. However, this policy will not prohibit Futures from opening the position to the public, even if there is a qualified person in-house.

Current employees that are on job probation are not eligible to apply for another position and/or promotion.

DOWNGRADES

A downgrade occurs when an employee moves from a position in one job classification to another position which is classified in a lower pay grade/range; the original position is left vacant, to be filled, or eliminated. A downgrade may be employee or employer initiated.

The following guidelines apply in determining the effect of the downgrade on an employee’s wage rate. When a downgrade results from an employee request, work performance, or ability issues, the employee’s wage will be adjusted to the minimum rate of the new pay range or the last rate earned in that position. The employee’s wage will be maintained at his/her present rate when the downgrade results from a reduction in workforce or reassignment of the existing workforce. The base rate may not be lower than the minimum or significantly higher than the maximum rate of the new pay range.

Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of Futures Explored. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment or to discipline, demote or alter the terms of employment. No supervisor or employee has any authority to alter this arrangement or to enter into an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only after express authorization to do so has been granted by the Board of Directors. This agreement must be in writing and be signed by the Executive Director and the affected employee.
WORKING HOURS / SCHEDULES

Directors/Coordinators will assign employees with individual work schedules. All employees are expected to be at their assigned workstations at the start of their scheduled shifts, ready to perform their work. Business hours vary at each community job site and will be given to each individual employee based on their job description. Exchanging work schedules with other employees is not allowed. If an employee needs to miss work, the Director/Coordinator and the site supervisor must be notified as soon as possible, before the beginning of the shift. The Director/Coordinator will make the necessary coverage assignments. If an employee’s submitted schedule changes, the Director/Coordinator must be informed in writing, either by text or by e-mail.

PUNCTUALITY / ATTENDANCE

Employees of Futures Explored are expected to be punctual and regular in attendance. Any unplanned absence, tardiness, or early departure may cause problems for co-workers and supervisors. When an employee is absent or tardy, or leaves work early, the assigned work must be performed by others.

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

It is mandatory that all employees inform their Director/Coordinator by direct contact that they will not be in to work, that they will be late to work, or that they will need to leave early from work. If you a) are unable to report for work on any particular day, b) will be late for your assigned shift, or c) must leave before the end of your assigned shift, you must provide reasonable advance notice to your Director/Coordinator before the time you are scheduled to begin working for that day.

If you fail to provide reasonable advance notice before your scheduled time to begin work (but could have):

1) That you are unable to report for work, your absence will be considered unexcused for that day.
2) That you will not arrive in time for your assigned shift, you will be considered tardy for that day.
3) That you will need to leave before the end of your assigned shift, you will be considered in violation of this policy for that day.

PROCEDURE IF YOU WILL BE LATE OR ABSENT, OR MUST TAKE AN EARLY DEPARTURE:

1. Text or call your Director/Coordinator on their cell phone. Emailing and/or leaving a voicemail on a desk extension are not acceptable.
2. Text or call your site supervisor (if different than your Director/Coordinator) on their cell phone.
3. If the Director/Coordinator/Site Supervisor does not reply within 20 minutes, text or call another Staff-in-Charge on their cell phone.
4. Once you have approval, request the leave electronically in ADP. See the LEAVE REQUESTS section of this handbook for instructions.

If the circumstances for the tardiness, absence, or early departure were unforeseen, employees must inform their Director/Coordinator as soon as practicable. In all cases of tardiness, absence, or early departure, employees must provide their Director/Coordinator with an honest reason or explanation.

Employees also must inform their Director/Coordinator of the expected duration of any absence. Excessive tardiness, absenteeism, or early departures, providing false information, and/or abuse of leave laws will not be tolerated.

If you have a late arrival, early departure, or other unanticipated and unapproved absence from scheduled hours three or more times in a 4-week period, you will receive a Formal Counseling Statement.

NO CALL/NO SHOW: Not reporting to work and not contacting your Director/Coordinator to report the absence is a no call/no show and is a serious matter. When an employee is a no call/no show, it is the practice of Futures Explored to call the employee’s emergency contacts. If your emergency contacts don’t know where you are, the local police are called and asked to do a health and safety check at your home.

The first instance of a no-call/no-show will result in a written Formal Counseling Statement placing you on job probation. The second (separate) offense may result in termination of employment with no additional disciplinary steps.

Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment.

The Human Resources department has the right to use its discretion in applying this policy under extenuating or unique circumstances, such as a serious accident or hospitalization.

Absences protected by local, state and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.
MEAL BREAKS AND REST PERIODS

MEAL BREAKS: All Non-Exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. When an employee works for a work period of more than five hours, a meal period must be provided no later than the end of the employee’s fifth hour of work (no later than the start of the employee’s sixth hour of work). You must clock out for your meal period. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If the total work period for the day is more than five hours per day but no more than six hours, an employee may waive the meal period. This cannot be done without the mutual consent of the employee and the Director/Coordinator. Any such waiver must be discussed with a Director/Coordinator in advance.

Employees must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work “off the clock”. All work time must be accurately reported on your timecard.

If for any reason you are not provided a meal period in accordance with employment law and/or our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Administrative Director.

Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Director/Coordinator and document the reason for the missed meal period or time worked.

REST PERIODS: All Non-Exempt employees are entitled to periodic rest break periods during their workday. Non-exempt employees will be paid for all such break periods and will not clock out. Employees are required to remain on the work premises during rest break(s), and are expected to return to work promptly at the end of any rest break. The Director/Coordinator will advise employees of the time and duration of breaks.

Generally, employees are entitled to one (1) 10-minute rest break for every four (4) hours worked (or major fraction thereof, which is defined as two (2) hours). If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) ten-minute rest breaks.

All rest breaks and meal periods must be taken away from the regular work area. Employees may leave the premises for the meal periods.

If for any reason you do not take the applicable rest breaks and/or meal periods, you must notify your Director/Coordinator immediately.

Please also refer to Futures Explored’s Timekeeping Requirements policy.

TIMEKEEPING REQUIREMENTS

All non-exempt employees are required to electronically clock in and clock out to record time worked for payroll purposes. All time worked must be accurately reported on your timecard. The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

Employees must record their own time at the start and at the end of each work period. Employees must clock out for their meal period and record the start and end of the meal period. Employees also must record their time whenever they leave work for any reason other than Futures Explored business. If an employee is on an outing and/or is away from the work site, their time may be recorded electronically by smart phone, at home, or at work the following day.

Non-Exempt employees are not allowed to work “off the clock”. Working off the clock violates company policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your Director/Coordinator. If an employee performs any off-the-clock work, it must be reported to the Director/Coordinator immediately, and then clocked.

Non-Exempt employees are not allowed to work while on sick leave. Do not telework and/or work from home when you have called in sick. Working while on sick leave violates company policy.

Timecards are to be an accurate reflection of time worked. If an employee does not record his/her hours accurately, s/he will receive an immediate written warning. “Accurate” means an employee must record the actual time s/he arrives at work, goes to lunch, returns from lunch, and stops working. Employees will be required to certify that their time record is accurate.

Any errors on your timecard should be reported immediately to your timecard supervisor. Any changes to an employee’s timecard must be approved by the timecard supervisor.

Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any timecard, either your own or another employee’s, is not permissible and is subject to disciplinary action.
Please also refer to Futures Explored’s Meal Breaks and Rest Periods policy.

Timecards are due from staff by the date determined by the Payroll & Benefits Coordinator. A Timecard/Payday Schedule is distributed and posted on our website at the beginning of each calendar year.

Timecard supervisors review each hourly employee’s electronic input in the payroll system and verify for accuracy the number of hours worked and that the times recorded are accurate. Timecard supervisors then approve each person in their department before the Payroll & Benefits Coordinator processes the payroll. When a timecard supervisor is away from Futures, another supervisor is required to take over this task.

Employees who attend the Staff Training Class, the First Aid/CPR Training Class, an out-of-town business meeting, or any other training or event approved by their Director/Coordinator, will be paid for time spent driving or as a passenger in traveling to and from the out-of-town event. Travel time is paid for the actual time of the commute.

Employees who substitute at another site or location will be paid for time spent driving or as a passenger in traveling to and from the other site. Travel time is paid for the actual time of the commute.

REPORT TO WORK PAY

Each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee’s usual or scheduled day’s work, the employee shall be paid for half the usual or scheduled day’s work, but in no event for less than two (2) hours nor more than four (4) hours, at the employee’s regular rate of pay, which shall not be less than the minimum wage.

For example, if an employee is scheduled to report to work for an eight-hour shift and only works for one hour, the employer is nonetheless obligated to pay the employee four hours of pay at his or her regular rate of pay (one for the hour worked, and three as reporting time pay). Only the one hour actually worked, however, counts as actual hours worked.

If an employee is required to report for work a second time in any one workday and is furnished less than two hours of work on the second reporting, said employee shall be paid for two hours at the employee’s regular rate of pay, which shall not be less than the minimum wage.

Exceptions to the requirement for reporting time pay found in IWC Orders 1-16, Section 5(C) are as follows:

1. When operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; or
2. When public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
3. When the interruption of work is caused by an Act of Mother Nature or other cause not within the employer’s control, for example, an earthquake.

Additionally, employers are not obligated to pay reporting time pay under the following circumstances:

1. If the employee is not fit to work.
2. If the employee has not reported to work on time and is terminated or sent home as a disciplinary action.

The reporting time pay provisions do not apply to employees on paid standby status or when an employee has a regularly scheduled shift of less than two hours, such as a relief cashier who works only during a one-hour period in the middle of the day.

PAYMENT OF WAGES

1st - 15th - Paychecks issued on the 25th / 16th - 31st - Paychecks issued on the 10th

Paydays are scheduled on the 25th and 10th of the month for the semi-monthly pay periods ending on the 15th day of the month and the end of the month respectively. If a regular payday falls on a weekend or holiday, employees will be paid on the closest preceding workday. Paychecks are normally available by 12:00 p.m. at the Futures Admin and VTE Admin office. If you observe an error on your check, please report it immediately to the Payroll & Benefits Coordinator.

Timecards are due from staff by the date determined by the Payroll & Benefits Coordinator. A Timecard/Payday Schedule is distributed and posted at the beginning of each calendar year. On payday, payroll bundles are distributed to the appropriate supervisors. When supervisors are unable to hand out a paycheck due to an absence or for some other reason, the paycheck is to be mailed by noon of the following working day. If an employee wants his/her check mailed or picked up by someone else, a written notice (email) must be sent to the Payroll & Benefits Coordinator at least one day prior to payday. If an employee wishes to pick up a check after payday, the request must be in writing with instructions.
Futures offers automatic payroll deposit for all employees on the 25th paydate. Employees may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, employee must enter their information in ADP. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins. To stop automatic payroll deposit, employees must delete the information in ADP. Employees will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 3 days before the end of the pay period.

If there is an error on a paycheck, the Payroll & Benefits Coordinator must be informed in writing with the specific problem, as well as the employee’s name, title and date. In the absence of the Payroll & Benefits Coordinator, the Administrative Director is informed in the same manner. In the absence of both the Payroll & Benefits Coordinator and the Administrative Director, the Executive Director is informed in the same manner.

If an employee loses a paycheck, the Payroll & Benefits Coordinator is informed as above.

Deductions are as follows: State withholding; Federal withholding; Social Security/Medicare; SDI (State Disability Insurance); Unemployment Insurance.

ADVANCES

Futures does not permit advances against paychecks or against unaccrued vacation. Paychecks will never be issued early to anyone.

OVERTIME - NONEXEMPT POSITIONS

Employees may occasionally be asked to work beyond their normally scheduled hours. When this occurs, supervisors should attempt to provide as much advance notice as possible. Non-exempt employees who are required or permitted to work overtime will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act and the state laws. All Non-exempt employees will receive overtime pay computed according to the law. Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, or holiday even where these days are compensated. Unpaid sick leave or any other time away from work is also not considered hours worked. The workweek begins at 12:01 a.m. Sunday and ends at midnight on Saturday.

ALL OVERTIME MUST BE APPROVED IN ADVANCE BY THE EMPLOYEE’S TIMECARD SUPERVISOR. THE TIMECARD SUPERVISOR MUST DOCUMENT ALL OVERTIME IN ADP. THIS DOCUMENTATION MUST INCLUDE THE REASON FOR THE OVERTIME AND THE STATUS OF ADVANCE AUTHORIZATION BY THE SUPERVISOR.

COMPENSATORY TIME OFF FOR EXEMPT EMPLOYEES

Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation. Futures does not maintain any compensatory time off plan or arrangement. Accordingly, any time off that is provided an exempt employee is done on an informal basis apart from specifically defined Leaves as set forth in these policies. Neither extra compensation nor compensatory time off, under any circumstances, will be owed or payable to an exempt employee upon separation from Futures’ employ for any reason.

OVERTIME - EXEMPT POSITIONS

Exempt employees are not covered by the overtime provisions and do not receive overtime pay.
PERFORMANCE EVALUATIONS

Employees participate in a written evaluation of their performance made by their Director/Coordinator. The first performance evaluation takes place after completion of the training and introductory period at around six months, and subsequent performance evaluations are conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Employees are required to complete a Self-Evaluation and bring it to the evaluation meeting. This online form is to be filled out completely.

Performance reviews address factors such as the quality and quantity of the work performed, knowledge of the job, attendance, adaptability, health & safety, training, adherence to policies & procedures, work attitude and attitude toward others. The review is meant to help the employee become aware of his/her progress, areas for improvement and objectives or goals for future work performance. Positive performance reviews do not guarantee increases in salary or promotion. Wage increases and promotions are solely within the discretion of Futures and depend upon many factors in addition to performance. After the review the employee is required to sign the evaluation report simply to acknowledge that it has been presented and discussed with the employee by the Director/Coordinator and that the employee is aware of its contents. A copy of the review is provided to the employee.

The Executive Director reviews all evaluations and may make such additions or changes as deemed necessary, which are communicated to the employee. The employee may request a conference to discuss any such additions or changes. The written evaluation becomes a permanent part of the employee’s personnel file.

SUPERVISOR FEEDBACK

Employees are required to complete a Supervisor Feedback survey for their Director/Coordinator and the Executive Director prior to the supervisor’s evaluation date. Participation is mandatory. Supervisors will help to ensure that supervised staff complete the survey on time, and may give staff some time during the work day, if necessary. Staff must enter their name on the survey to get credit. Results are compiled into a summary format so all remarks are confidential. The supervisor conducting the evaluation delivers the Supervisor Feedback summary at the time of the performance evaluation.

COUNSELING STATEMENTS

In the case of inadequate performance, misconduct, or conduct detrimental to the welfare of Futures, an employee may receive a written warning detailing the inadequacies and the improvement required in the form of a Counseling Statement.

No disciplinary actions will be taken without the direct involvement of the Human Resources department as counsel to management. All Counseling Statements will be delivered by the Director, Coordinator, site supervisor, or HR as circumstances require.

This system is not formal and Futures may, at its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including termination of employment. The policy of progressive discipline in no way limits or alters the at-will relationship. An at-will employment relationship may be terminated at any time without notice and with or without cause.

JOB PROBATION

When an employee’s performance or conduct is below a set standard, the employee may be placed on job probation. Employees on job probation are expected to improve their performance or modify their behavior before more severe measures are taken. Employees on job probation are not eligible to apply for another position and/or promotion. Employees on job probation for excessive absenteeism are not eligible to apply for leave from the Leave Donation Program.

Job probation expires after two years from the date the employee received written notice of the job probation. Employees may be taken off of job probation earlier at the discretion of the Director/Coordinator. When an employee believes they have demonstrated improved performance/conduct, they may e-mail their Director/Coordinator a written request providing their reasons to be taken off of job probation. The Director/Coordinator may or may not approve this request. If the Director/Coordinator does not approve the request, they will respond to the employee in writing. Director/Coordinator approval of the request is to be documented on a copy of the original Counseling Statement with the written request attached. When an employee receives a written Performance Evaluation, if they receive an Exceeded or Met in the area in which they were placed on job probation, they will be removed from job probation in that area at that time.
EXITING EMPLOYEES

VOLUNTARY RESIGNATIONS

Leaving Futures in good standing after a voluntary resignation requires written notice and the carrying out of all duties and functions until the effective date of termination. Staff members wishing to resign should give written notice to the Director/Coordinator and the Executive Director by filling out the Voluntary Separation form on the last page of this handbook (and also on our Staff Pages on our website). Ideally, exempt staff shall give one month’s notice and other staff two weeks’ notice. All company-owned property including computers, laptops, tablets, cell phones, keys, uniforms, identification badges, parking passes, vehicles, manuals, equipment, books, and supplies that have been used or controlled by the employee/volunteer must be returned before the final day of employment.

DISMISSALS

When the welfare of Futures Explored requires, the Executive Director shall have full responsibility and authority to remove any employee and/or volunteer in accordance with the Employment Policies approved by the Board of Directors. Possible reasons for dismissal include, but are not limited to, inability to perform or cooperate with policies adequately within the requirements of the employee’s/volunteer’s job, or elimination of a position because of cutbacks in Futures’ services or financial support. Nothing herein shall change or modify the at-will employment status of all Futures employees whose employment may be terminated at any time by the employee or by Futures without notice and with no cause being required. All company-owned property including computers, laptops, tablets, cell phones, keys, uniforms, identification badges, parking passes, vehicles, manuals, equipment, books, and supplies that have been used or controlled by the employee/volunteer must be returned before the final day of employment.

REDUCTIONS IN FORCE

Under some circumstances, Futures may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, Futures will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, Futures Explored will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee’s length of service.

TERMINATION PAY

When employment is terminated, Futures shall pay the employee accrued salary, pay for accrued unused vacation time and expenses incurred in connection with assigned work. For this purpose earned vacation leave time is computed up to the last full pay period worked at Futures. Pay is not given for accrued unused sick leave.

The Executive Director may pay the employee’s salary (as prorated on a monthly basis), rather than permitting the employee to work until the termination date, if such action seems to be in the best interest of Futures.

EMPLOYEE REFERENCES

All requests for references must be directed to the Administrative Director. No other Director, Coordinator, supervisor, or employee is authorized to release references for current or former employees. By policy, Futures Explored discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, Futures Explored also will inform prospective employers of the amount of salary or wage you last earned.
STANDARDS OF CONDUCT / OPERATIONAL CONSIDERATIONS

PERSONAL STANDARDS / ROLE MODELING

Historically, people with developmental disabilities have not been totally accepted in all levels of society. Our goal is for all people we serve to have full inclusion in our community. It is imperative then that all staff reflect the standard of behavior and grooming consistent with this community to serve as an example to our participants. The community and the people we serve look to our staff as the indicator of the quality of our program.

During work time, employees are to focus on supports and services for our participants. Activities such as shopping, napping, smoking, talking on the phone, texting, visiting with friends, etc. are prohibited during work hours. These activities may be done only during prescribed breaks and unpaid meal periods, and may not interfere with regular job duties upon return from the break. Staff personal items are not to be carried by participants. Staff personal items are not to be hung on wheelchairs.

Employees, participants, and other members of Futures should not receive visits from family and friends, both on-site and off-site, during work hours without prior written permission from the Program Director or the Executive Director.

APPEARANCE POLICY

Futures Explored employees set the standard for role modeling in behavior, dress, or appearance. Employees are expected to report to work wearing clothing appropriate for the nature of our business and the type of work performed. Clothing should be in professional moderation, clean, neat, and without rips or holes. Blue jeans and shorts may be appropriate for certain work performed, which varies from position to position. Shorts should be hemmed, walking length (1-2" above the knee). Clothing should not be tight fitting or revealing. Clothing should not advertise beer, cigarettes, or other alcohol or tobacco products; clothing should not have inappropriate pictures or language; clothing should not be political or religious in nature. No undergarments can be visible. Employees must not have a disturbing, unprofessional, or inappropriate appearance, style of dress, or hair while working. Clothing that can create a safety hazard must be avoided.

Appropriate footwear must be worn according to program/work site. Shoes should have a closed toe. No flip-flops. Non-slip shoes must be worn in kitchens and other designated locations.

Personal cleanliness, including proper oral hygiene and absence of body odors, is a standard for employment at Futures. Hair is to be clean and neatly styled. Make-up, jewelry, cologne, and perfume should be used in professional moderation.

As these are subjective issues, guidance will be given from time to time as to appropriate staff appearance. Directors and Coordinators may issue more specific guidelines. Staff will then be expected to adhere to this guidance.

CONFLICT OF INTEREST / OFF-DUTY CONDUCT

While Futures Explored does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with Futures’ legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect Futures’ or their own integrity, reputation or credibility. Off-duty conduct by an employee that directly conflicts with Futures’ essential business interests and disrupts business operations will not be tolerated.

While employed by Futures, employees are expected to devote their energies to their jobs with Futures. For this reason, second jobs are strongly discouraged. Additional employment or outside endeavor that directly conflicts with Futures’ essential business interests and disrupts business operations is strictly prohibited, including additional employment or outside endeavor that:

- Conflicts with an employee’s work schedule, duties, and responsibilities at Futures;
- Creates a conflict of interest or is incompatible with the employee’s position with Futures;
- Impairs or has a detrimental effect on the employee’s work performance with Futures;
- Requires the employee to conduct work or related activities on Futures’ property during the employer’s working hours or using Futures’ facilities and/or equipment;
- Directly or indirectly competes with the business or the interests of Futures; and/or
- Is employment by a participant outside of program hours or working hours.

Employees who wish to engage in additional employment or outside endeavor, including educational classes, that may create a real conflict of interest must submit a written request to Futures explaining the details of the additional employment or outside endeavor, including educational classes. If the additional employment or outside endeavor is authorized, Futures assumes no responsibility for it.
Futures shall not provide workers’ compensation coverage or any other benefit for injuries occurring from or arising out of additional employment or outside endeavor. Authorization to engage in additional employment or an outside endeavor, including educational classes, can be revoked at any time.

An outside endeavor includes, but is not limited to, volunteer work or educational classes at outside institutions which present a scheduling conflict which interferes with the normal Futures work time for that employee. While Futures does not discourage employees from continuing their education, the scheduled classes must not interfere with the normal operation of Futures or with the employee’s ability to perform his/her job.

OFF-DUTY USE OF FACILITIES

Employees are prohibited from remaining on Futures Explored premises or making use of Futures Explored facilities while not on duty. Employees are expressly prohibited from using Futures Explored facilities for personal use. This policy is not intended to limit the ability of employees to use Futures’ email systems to communicate with other employees regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workload, supervisors or staffing.

NEIGHBORHOOD COMPLAINT POLICY

Futures Explored, Inc. has always maintained an “open door” policy. Should a neighbor or community member need to make a complaint, they are welcome to visit the facility and speak to the Administrator during our regular business hours between 8:00 am and 4:30 pm, Monday - Friday. Our phone number and location are printed in the local phone book as well.

In order to assure the opportunity for complaints to be made directly to the Administrator, community members have three options: 1) Visit the Administrator personally; 2) Fill out a Neighborhood Complaint Form; or 3) File the complaint electronically by visiting

www.futures-explored.org → PROGRAMS → GARDEN PROGRAMS → NEIGHBORHOOD COMPLAINT.

Once the Administrator receives the complaint, he or she will then investigate and provide a solution or explanation within 10 business days. If the complaint, suggestion or question involves the Administrator, then it may be brought directly to the attention of the Executive Director at (925) 284-3240.

Our programs have always been a positive part of their community, and as such we make every effort to be good neighbors and community members.

TIPS / GIFTS

Employees are prohibited from soliciting tips or gifts for any service rendered in the course of their duties.

MONEY

Employees are prohibited from loaning money to participants or accepting loans from participants at any time.
PROHIBITED CONDUCT

The following conduct is prohibited and will not be tolerated by Futures Explored. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee and/or participant welfare, and company operations also may be prohibited and will result in disciplinary action up to and including termination.

- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Refusal to perform duties as directed;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Mistreatment or abuse of participants;
- Violating Futures Explored’s Harassment, Discrimination, and Retaliation Prevention policy;
- Excessive absenteeism or tardiness;
- Unexcused absences from work;
- Failing to notify a Director/Coordinator when unable to report to work;
- Violation of punctuality and attendance policies. Absences protected by state or federal law do not count as violations of this policy. Protected paid sick time under California law does not count as a violation of this policy;
- Failing to observe working schedules, including rest and meal periods;
- Working overtime without authorization or refusing to work assigned overtime;
- Failing to obtain permission to leave work for any reason during normal working hours;
- Utilization of Futures Explored time and/or resources for other than Futures Explored business at any time;
- Unauthorized use or misuse of company equipment, time, materials, or facilities;
- Removing or borrowing company property without prior authorization;
- Excessive personal use or prohibited use of cell phones or other electronic communications;
- Misuse of electronic communications;
- Unauthorized disclosure of confidential information;
- Making discriminatory statements or sexual comments and/or innuendos regarding and/or in the presence of coworkers, supervisors, participants, or community members;
- Making defamatory statements regarding the company, its employees, participants, community members, or vendors;
- Not complying with subjectively set standards for staff role modeling in behavior, dress, or appearance for Futures;
- Violation of appearance standards, or having a disturbing, unprofessional, or inappropriate appearance or style of dress, hair, or appearance while working;
- Failing to maintain reliable transportation, a current and valid driver’s license, automobile registration, and auto insurance;
- Theft and/or deliberate or careless damage or destruction of any property;
- Participating in horseplay or practical jokes on company time or on company premises;
- Sleeping or malingering on the job;
- Being under the influence of alcohol or drugs while on the job;
- Engaging in criminal conduct whether or not related to job performance;
- Falsifying employment records, employment information, or other Futures Explored records;
- Recording the work time of another employee or allowing any other employee to record your work time;
- Falsifying any timecard, mileage tracking record, or request for reimbursement, either your own or another employee’s;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Causing, creating, or participating in a disruption of any kind;
- Provoking a fight or fighting;
- Using rude, vulgar, abusive, threatening or intimidating language at any time;
- Committing an act of intimidation, a threat of violence, or an act of violence;
- Carrying firearms or any other dangerous weapons;
- Failing to provide a physician’s certificate when requested or required to do so;
- Failing to promptly report work-related injury or illness;
- Violating any safety, health, security or Futures Explored policy, rule, or procedure;
- Conduct in violation of Futures’ Code of Ethics; and/or
- Not acting in the spirit of Futures’ Philosophy, the Lanterman Act, and not complying with Licensing and/or Regional Center Guidelines.

This statement of prohibited conduct does not alter Futures Explored’s policy of at-will employment. Either you or Futures Explored remain free to terminate the employment relationship at any time, with or without reason or advance notice.
CONFIDENTIALITY & PRIVACY POLICIES

CONFIDENTIALITY

Each employee/member is responsible for safeguarding the confidential information obtained during employment/service.

Futures Explored is committed to a strict standard of confidentiality to protect the agency, staff, and participants. Any direct or indirect use or dissemination of confidential information relating to Futures Explored, staff, or participants to outside third parties or co-workers except as provided by law or agency policies and procedures is absolutely forbidden both during employment and after employment has terminated. All company, participant, and personnel information is confidential. Any breach of this policy will not be tolerated and disciplinary action will be taken by Futures Explored.

This policy applies to any and all confidential information regarding Futures Explored, participants, significant others, co-workers, supervisors, outside contacts, and the business and affairs of the agency. Employees/members may not use for themselves, nor disclose to others, during the term of employment or any time thereafter, any confidential information belonging to the agency or relating to its participants. All case records, case histories, or other files and materials concerning the agency and its participants belong to and remain the exclusive property of the agency.

CONFIDENTIAL PERSONNEL INFORMATION

The employment records of each employee shall be the responsibility of the Executive Director and shall be considered confidential. Personnel information is available only to the Board President, the Board Personnel Committee Chairman, the Executive Director or his designee, the Administrative Director or her designee, and the Board of Directors or its designee. This record shall contain the application material, correspondence regarding the employee, evaluation reports, and other pertinent data. Each employee has a right to inspect certain documents in their personnel file, as provided by law, in the presence of a Futures representative at a mutually convenient time. No copies of documents in the employee’s file may be made, with the exception of documents that the employee has previously signed. Employees may add their comments to any disputed item in the file.

Futures will restrict disclosure of an employee’s personnel file and other confidential personnel information to authorized individuals within the agency. Any request for information contained in personnel files must be directed to the Executive Director. Only the Executive Director is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, Futures will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

STAFF CONTACT LIST

A compilation of all staff members’ phone numbers is available for you to keep at home. This is confidential information. DO NOT give out staff cell phone and/or home phone numbers or addresses unless permission has been granted in writing. Take a message and tell the caller that you will contact the employee.

WORKPLACE PRIVACY

Futures Explored is committed to a strict standard of confidentiality to protect the agency, staff, members, and participants. Due to concerns regarding the potential for invasion of privacy, sexual or other harassment, and protection of propriety or confidential information, Futures Explored prohibits the use of cameras and camera devices, video and audio recording devices, and video or recording features of cell phones and other devices in restrooms, changing rooms, break rooms, and areas Futures has designated as confidential, secure or private, or solely for the use of women to express breast milk, as well as any other area where employees and participants have the expectation of privacy.

The taking, using, and/or sharing of photographs and/or videos of any employee or participant for business use and/or personal use is prohibited without the subject’s knowledge and consent.

Prior to the use of photographs and/or videos of any employee or participant for publicity or other media, a Publicity Release consent form must be signed and placed in the individual’s file.

Futures uses video surveillance in some public areas (not in restrooms, locker rooms or changing areas). The video surveillance does not include sound recording.
CONFIDENTIAL PARTICIPANT INFORMATION

All information and records obtained from or regarding participants are confidential. Futures Explored is committed to protecting confidential information. In order to safeguard the confidentiality of client records contents, individual files are kept in a locked and secure location. Departmental directors may grant their staff access to confidential participant documents on a case-by-case basis, after obtaining a signed release of information form from the participant and conservator(s), if necessary.

Staff who remove files are required to return them on the same day they were removed and refrain from leaving them where unauthorized individuals could read them. Staff are prohibited from discussing information found in the case files, unless the discussion occurs for a professional purpose.

All California Welfare and Institutions Code restrictions regarding participant information must be met. At all times primary consideration must be given to protecting the security and privacy of our participants’ files. Access to these records is limited to the participant and professional staff providing direct service to the persons being served. If any other person or agency that is currently providing services to our participants requests this type of information, the participant will be informed of the request and will determine if s/he wants Futures to release the information to the agency requesting it. The signed approval form with a list of the released documents will be kept in the participant’s file.

SOLICITATION AND DISTRIBUTION

At Futures Explored, we believe employees and participants should not be disturbed or disrupted in the performance of their job duties and/or program. For this reason, solicitation of any kind by one employee or participant of another employee or participant is prohibited while either person is on working time. Solicitation by non-employees on Futures Explored premises is prohibited at all times.

Distribution of advertising material, handbills, or printed or written literature of any kind in working areas is prohibited at all times. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Futures Explored property.

OUTSIDE AGENCY CONTACTS

Employees may be approached for interviews or comments by some type of news media. Only contact people designated by the Executive Director may comment on Futures’ policy or events that have an impact on Futures. Any employee who has knowledge or indication of media contact by anyone, staff or non-staff, must report it immediately to the Executive Director. Failure to do so will result in a written reprimand, job in jeopardy notice, or possible termination. Employees are not authorized to speak on behalf of Futures Explored, Inc. without the express written permission of the Executive Director.

PUBLIC AWARENESS OF PROGRAM PERFORMANCE

The management staff throughout the agency seeks out all possible opportunities to inform interested parties and the community at large about our services and our success as demonstrated throughout our management outcomes and satisfaction surveys. Our staff is obligated to respond to any inquiries about our services and the outcomes of our services. If a staff member does not know the answer to an inquiry, they are obligated to pursue the information through the chain of command.

GUESTS & VISITORS

Employees and participants of Futures should not receive visits from family and friends, both on-site and off-site, during work hours without prior written permission from a Director or Coordinator. Visits from friends and family are to be kept to a minimum in order to preserve an appropriate work environment. It is extremely important that the impression left with Futures Explored visitors is that of a professional organization with the highest standards of conduct.

Employees may, in an emergency situation, bring a minor child to work when not providing direct service to participants (e.g. to a staff meeting). Permission must be obtained from the Director/Coordinator. Futures may not be used as a substitute for regular child care of employees’ children. On those occasions when children are present, they should not be allowed to disrupt others in the office. Your child is your responsibility and must be under your direct supervision at all times.

Futures reserves its right in its sole discretion to deny such a request for reasons including, but not limited to, the requested guest or visitor has been disruptive in the past, there is a special event scheduled on the date(s) requested, or the work environment is not appropriate for the visitor or guest due to safety or other reasons.
EMPLOYER PROPERTY

Desks, office supplies, data processing equipment/software, computers, laptops, tablets, cell phones, tools, vehicles, vehicle backpacks, first aid backpacks, lockers, keys, etc. are Futures Explored property and must be maintained according to Futures rules and regulations. They must be kept clean and are to be used only for work-related purposes. Futures Explored reserves the right to inspect all company property including computer, laptop, tablet, and/or cell phone data or messages to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee’s presence. Prior authorization must be obtained before any company property may be removed from the premises.

Futures Explored voice-mail and/or electronic mail (e-mail) including texting, pagers and mobile e-mail are to be used for business purposes. Futures reserves the right to monitor voice-mail messages, and e-mail messages, and texts to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee’s presence.

Futures Explored may periodically need to assign and/or change passwords for voicemail, e-mail, computers, laptops, tablets, cell phones, etc. These communication technologies and related storage media and databases are to be used only for Futures business and they remain the property of Futures Explored. Futures reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the company voice-mail and e-mail systems are subject to the same company policies against discrimination and harassment as are any workplace communications. Offensive, harassing or discriminatory content in such messages will not be tolerated. No personal locks may be used on company-provided lockers. Unauthorized use of a personal lock by an employee may result in losing the right to use a company locker.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee’s prior consent.

Terminated employees should remove any personal items at the time they leave Futures Explored. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee’s termination.

CELL PHONE USE - COMPANY

Company cell phones (including handheld devices and smart phones) may be provided to some employees to assist them in performing their job. Cell phones are company property. Data (including web browsing), messages (including voice mail, mobile e-mail, and text messaging), and other stored electronic information is subject to monitoring and the employee does not have an expectation of privacy in the use of this Futures Explored property. Company-owned cell phones are to have a universal password as assigned, except for those in use by Directors or Coordinators. If a manager wants a private password, then s/he must give the password to the Administrative Director.

Company cell phones must be programmed with 10-digit phone numbers of emergency services (police, fire, etc.), and emergency contacts (Futures, the Executive Director, main office, etc.).

During work hours, employees must keep their company cell phone powered on and accessible. If it is not possible to answer a call, employees must check their voice-mail on a daily basis at minimum and should respond within 24 hours of receiving the message. Employees are responsible for information received on their company cell phone.

Company cell phones must not be used in any manner that violates any other Futures policy, including safety policies, confidentiality policies, and policies against discrimination and harassment.

Employees who are provided a company-owned cell phone are responsible for its proper use and care. When a company cell phone needs repair or replacement due to malfunction, report it to the administrative office. As soon as an employee realizes a company-owned phone has been lost or stolen, it must be reported immediately so that service can be discontinued.

All company-owned cell phones and accessories are to be used solely by the employee, or other designated staff or participants. Family and friends are prohibited from use, unless under direct supervision of that employee. Employees who are provided a company cell phone may use the phone for personal reasons only in case of an emergency. Other personal use is prohibited.

Employees do have the option of using their personal cell phone for Futures’ business communications if they choose this rather than using a company cell phone. Employees who opt to use a personal cell phone for company business must keep their cell phone powered on and accessible during work hours. If it is not possible to answer a call, employees must check their voice-mail on a daily basis at minimum and should respond within 24 hours of receiving the message. Use of personal cell phones is not required; it is an option if it is convenient for the employee. Futures Explored is not responsible for any costs incurred for use, damage, or loss of an employee’s personal cell phone.

CELL PHONE USE - PERSONAL

Personal use of cell phones, including calls, messages (including text messaging, voice mail, and mobile e-mail), the use of data (including web browsing), and other stored electronic information must be kept to a minimum and should be restricted to scheduled breaks or meal periods in non-working areas. Futures is aware that there are times when staff members need to receive and make personal phone calls/text messages. Employees should instruct their friends and family members of this policy. If at any time this privilege is abused, there will be a conference with the employee. If an employee feels that an incoming call/text is an emergency, s/he should check with a supervisor and take his/her break at that time. No personal cell phone use should occur during work time, in program locations, or within the hearing/vision of participants.
ELECTRONIC MEDIA USE

Futures Explored uses various forms of electronic communication including, but not limited to computers, laptops, tablets, cell phones, telephones, e-mail, and internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of Futures Explored and are to be used only for Futures business and only for incidental personal use.

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

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software or unauthorized software on Futures’ computer systems.

All electronic information created by any employee using any means of electronic communication is the property of Futures Explored and remains the property of Futures Explored. Personal passwords may not be used. Futures Explored will override all personal passwords if necessary for any reason.

Futures Explored reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Futures policy or any law occurs. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Futures management.

In order to facilitate communication with all staff, Futures Explored often exchanges information by way of e-mail. It is a requirement that all employees of Futures Explored have an e-mail address. Employees are required to use a company e-mail address for Futures’ business communications. Employees must check their e-mail on a daily basis and should respond within 24 hours of receiving the message. Employees who do not check their email on a weekly basis at minimum will receive a formal warning. Employees are responsible for information received at their company e-mail address.

E-mail messages are subject to the same policies regarding harassment and discrimination as are any other workplace documents or communications. Offensive, harassing or discriminatory content in such messages will not be tolerated. Electronic media may not be used in any manner that would be discriminatory, harassing or obscene, or for any other purpose which is illegal, against Futures’ policy, or not in the best interest of Futures.

The e-mail system is maintained by Futures Explored in order to facilitate Futures’ business. Therefore, all messages sent, received, composed and/or stored on these systems will be the property of Futures Explored. No employee shall have any expectation that any e-mail sent, received, composed and/or stored over such system shall be private or confidential and Futures may review any or all messages sent, received, composed and/or stored on these systems. Personal use of any electronic media, including use of personal e-mail addresses, of the e-mail system or other electronic media that interferes with work performance will not be tolerated.

Futures reserves the right to access an employee’s e-mail messages at any time. The existence of a password is not intended to indicate that messages will remain private, and passwords must be made known to Futures by all employees using company e-mail. Employees should be aware that even when a message has been erased, it still might be possible to retrieve it from a backup system. Do not store any private information on Futures’ equipment.

E-mail messages are to be accessed only by the intended recipient and by others at the direct request of the intended recipient. (However, as stated previously, Futures reserves the right to access messages at any time.) Any attempt to access e-mail sent, received, composed and/or stored over such system by persons other than as described above will constitute a serious violation of Futures’ policy.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the IT Director.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, laptops, tablets, portable computers, fax machines, and voice-mail communications are required to use these methods in strict compliance with the confidential communication policy established by Futures. These communications tools should not be used for communicating confidential or sensitive information or any trade secrets.

Access to the internet, websites, and other types of company-paid computer access are to be used for Futures-related business only. Any information about Futures Explored, its products or services, or other types of information that will appear in the electronic media about Futures must be approved by the IT Director and/or the Executive Director before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the IT Director and/or the Executive Director.
SOCIAL MEDIA USE

Futures Explored uses social media in limited circumstances for defined business purposes. Social media is a set of internet tools that aid in the facilitation of interaction between people online. Use of internet-based programs such as Facebook, LinkedIn, and Twitter (this is not meant to be an exhaustive list) may be used in furtherance of Futures Explored goals. If you have specific questions about which programs Futures Explored deems to be social media, please contact the Administrative Director. Employee authorization is limited to business purposes, and personal use of these tools during work hours is prohibited and can result in discipline up to and including termination.

Each staff member is personally responsible for the content he or she publishes on any form of social media. Be thoughtful about how you present yourself in online social networks. You may have identified Futures Explored as your employer, either directly or as part of a user profile. Ensure your profile and related content is consistent with how you wish to present yourself to Futures Explored’s staff, supervisors, participants, and outside contacts.

Employees are expected to conduct their personal affairs in a manner that does not adversely affect Futures Explored’s or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects Futures Explored’s legitimate business interests or the employee’s ability to perform his or her job will not be tolerated.

Directors and Coordinators of Futures Explored have special responsibility with their internet presence by virtue of their high profile position within the organization, even if they do not explicitly identify themselves as being affiliated with Futures Explored. Such senior level staff should assume that his or her posts will be seen and read by Futures Explored staff, supervisors, participants, and outside contacts, and that they will presumptively associate such posts with Futures Explored.

Respecting differences, appreciating the diversity of opinions, and speaking or conducting yourself in a professional manner is expected at all times. If you aren’t completely confident about what you intend to share, contact your Director/Coordinator or the Administrative Director before you post.

When using social media, employees must:

- Adhere to employer policies and procedures included in the Employee Handbook and the Policies, Procedures, and Information Manual, including Sexual Harassment, Confidentiality, Conflicts of Interest/Off-Duty Conduct, and Electronic Media Use.
- Ensure and protect confidentiality of Futures Explored information, including that of staff, supervisors, participants, and outside contacts, and all other proprietary information.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use.
- Refrain from posting items that could reflect negatively on Futures Explored, including comments or other posts about drug or alcohol abuse, profanity, off-color or sexual humor, and other inappropriate conduct.
- Refrain from using ethnic slurs, personal insults, obscenity, or engage in any conduct that would not otherwise be acceptable in Futures Explored’s workplace.
- Identify themselves honestly, accurately, and completely when using Futures Explored social media tools.
- Include a disclaimer stating that any opinions expressed are the employee’s own and do not represent Futures Explored’s positions or opinions (when publishing content to any website outside of Futures Explored and it has something to do with work you do or the subject is associated with Futures Explored). These prohibitions apply to postings and blogging occurring at any time, on any computer.
- Ensure that online activities do not impair or have a detrimental effect on the employee’s work performance with Futures Explored, and do not create a conflict of interest.

Postings regarding: (1) proprietary and confidential company information; (2) discriminatory statements or sexual innuendos regarding coworkers, supervisors, participants, or community members; and (3) defamatory statements regarding Futures Explored, its employees, participants, community members, or vendors will not be tolerated and will subject the individual to discipline.

Futures Explored encourages employees and participants to promptly report any incidents in violation of its Social Media Use and Electronic Media Use policies so that corrective action may be taken. Any incidents should be reported to a Director/Coordinator, the Administrative Director, or the Executive Director. Please refer to the Complaint/Grievance Procedure in this handbook.

Futures Explored reserves the right to monitor the use of electronic communications as necessary to ensure that no misuse or violation of Futures Explored policy or any law occurs. Futures Explored Facebook pages, Twitter accounts, etc., may require approval when the employee is posting about Futures Explored. Futures Explored reserves the right to request that certain subjects are avoided, to withdraw certain posts, and to remove inappropriate comments. If you have further questions about the Social Media Use policy, please contact the Administrative Director.
Consumers’ rights are of the utmost importance at Futures Explored. It is essential that persons served are protected from physical, sexual, psychological, and fiduciary abuse; harassment and physical punishment; and humiliating, threatening, or exploiting actions.

Abuse of a dependent adult that must be reported (see CONSUMER SPECIAL INCIDENT REPORTING section) includes physical abuse, neglect, financial abuse, exploitation, abandonment, isolation, and abduction.

**Physical abuse** means any of the following: 1) assault (an unlawful attempt, coupled with a present ability, to commit a violent injury on another person); or assault with a deadly weapon; 2) battery (willful and unlawful use of force or violence upon another person); 3) unreasonable physical constraint, or prolonged or continual deprivation of food or water; 4) sexual assault; 5) use of a physical or chemical restraint or psychotropic medication for a) punishment, or b) a period beyond that for which the medication was ordered, or c) any purpose not authorized by the physician and surgeon.

**Neglect** includes, but is not limited to, the following: a) failure to assist in personal hygiene, or in the provision of food, clothing, or shelter; b) failure to provide medical care for physical and mental health needs; c) failure to protect from health and safety hazards; or d) failure to prevent malnutrition or dehydration.

**Financial abuse** occurs when a person or entity does any of the following: 1) takes, secretes, appropriates, or retains real or personal property of a dependent adult to a wrongful use or with intent to defraud, or both; or 2) assists in any of these acts.

**Exploitation** means taking unfair advantage of a dependent adult or the adult’s physical or financial resources for one’s own personal or pecuniary profit, without the informed consent of the dependent adult, including theft, by the use of undue influence, harassment, duress, deception, false representation, or false pretensions.

Upon hire, all employees sign the SOC 341A Statement Acknowledging Requirement to Report Suspected Abuse of Dependent Adults and Elders and the Reporting Elder & Dependent Adult Abuse Acknowledgment form, and receive a required reading packet distributed by the State of California’s Department of Justice: “You Are a Mandated Reporter”; “How You Report”; and “Employee Confidentiality Rights”. Within 30 days of employment, employees view the required video “Your Legal Duty... Reporting Elder & Dependent Adult Abuse”, also distributed by the State of California’s Department of Justice.

Our “Guiding Philosophy” found in this manual stresses respect and tolerance. All consumers and authorized representatives are informed of their personal rights upon admission and annually at the ISP/IP. Each person receiving services has basic personal rights, which are listed on the Rights of Individuals with Developmental Disabilities (DSP 304) form. There shall be no corporal punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, abusive language, yelling (unless required as an urgent safety warning), or other actions of a punitive nature nor interference with daily living functions. Other rights include, but are not limited to, the following:

- The right to treatment and habilitation services. Treatment and habilitation services should foster the developmental potential of the person. Such services shall protect the personal liberty of the individual and shall be provided with the least restrictive conditions necessary to achieve the purposes of treatment.
- The right to dignity, privacy and humane care.
- The right to participate in an appropriate program of publicly supported education, regardless of degree of handicap.
- The right to prompt medical care and treatment.
- The right to religious freedom and practice.
- The right to social interaction and participation in community activities.
- The right to physical exercise and recreational opportunities.
- The right to be free from harm, including unnecessary physical restraint, or isolation, excessive medication, abuse, or neglect.
- The right to be free from hazardous procedures.
- The right to make choices in their own lives, including, but not limited to, where and with whom they live, their relationships with people in their community, the way they spend their time including education, employment, and leisure, and pursuit of their personal future, and program planning and implementation.
- The right to keep and be allowed to spend a reasonable sum of his/her own money for expenses and small purchases.
- The right to access their own records pertaining to services delivered.
Futures is not licensed to practice any type of physical restraint. We do not physically restrain consumers unless consumers are physically harming themselves, other consumers, or staff persons. If a consumer becomes agitated or aggressive, use common sense to protect the consumer, other consumers, staff, or property. Example: Speak softly and in a calm manner; Keep appropriate distance from someone who is very agitated; Send for the site supervisor; Other staff should stay with their groups and keep them calm and occupied. If a situation should arise in which a consumer is exhibiting behavior which may pose a threat to him/herself, other consumers, or staff, the area around the consumer should be cleared as much as possible. If necessary, the building should be evacuated of everyone except the Staff(s)-in-Charge and the consumer. The Staff-in-Charge should make the necessary decisions and delegate responsibilities to other personnel.

Any consequences given for inappropriate behavior would be natural consequences, i.e. suspension of a privilege for a limited time, etc., and would be given after meeting with the consumer, involved staff, and sometimes with the input of family, if the situation were appropriate or serious enough.

If any intervention plan is used to remediate a behavior that is jeopardizing a consumer’s employment or preventing them from benefiting from other services provided, it will be documented in a written contract. The contract will specifically outline the expected results of the program and the methods used to obtain them. Consumer consent will be obtained through the signature of a contract that specifically outlines the expected results of the procedure and the methods used to obtain them. Any rights that are restricted by the plan are indicated in the contract and will be reinstated upon its completion.

Staff training in the implementation of restrictive procedures is provided on an ongoing basis through the discussion of current contracts at staff meetings, and individually through written training material and supervisory guidance.
CONSUMER ABUSE - MANDATE TO REPORT

Per Title 22, Community Care Licensing Regulations, and Futures Explored’s Rights of Persons Served policy, each individual receiving services is entitled to basic personal rights as listed on the Rights of Individuals with Developmental Disabilities (DSP 304). There shall be no corporal punishment of consumers, no infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, abusive language, yelling (unless required as an urgent safety warning), or other actions of a punitive nature nor interference with daily living functions. Consumers’ needs are always our first priority. Staff convenience or preference does not take priority over serving the individual.

All employees of Futures Explored are mandated by law to report cases of abuse, including suspicion of abuse, to anyone considered a dependent adult receiving our services. A report must be made by anyone who, in his or her professional capacity, or within the scope of his or her employment has observed, suspects, or has knowledge of an incident that reasonably appears to be physical abuse (including sexual abuse), abandonment, isolation, financial abuse, abduction, or neglect (including self-neglect), or is told by a consumer that he or she has experienced behavior constituting physical abuse, abandonment, isolation, financial abuse, abduction, or neglect, by telephone immediately or as soon as practically possible, and by written report sent within two working days to the appropriate agency.

*Failure to report abuse of a dependent adult is a misdemeanor crime, punishable by jail time, fine, or both.*

In case of abuse or suspected abuse:

1. The “Report of Suspected Dependent Adult/Elder Abuse SOC 341” form is filled out and submitted to Adult Protective Services.
2. The staff person calls Adult Protective Services.

Alameda County: 6955 Foothill Blvd., Ste 300, Oakland, CA 94621 / 866-225-5277 / 510-577-3500 / Fax 510-577-5615
Contra Costa County: 500 Ellinwood Way, Pleasant Hill, CA 94523 / 877-839-4347 / 925-602-4179 / Fax 925-602-4195
Sacramento County: DHSS, PO Box 269131, Sacramento, CA 95826 / 916-874-9377 / Fax 916-874-9662
Yolo County: DESS, 25 N. Cottonwood St, Woodland, CA 95695 / 888-675-1115 / 530-661-2955 / Fax 530-661-2761

The reporting person, the report, and the information on the report, shall be kept confidential and may be disclosed only as provided by law. Any violation of confidentiality is a misdemeanor crime.

CONSUMER SPECIAL INCIDENT REPORTING

A “Special Incident” is defined by Title 17, §54327 as:

- Reasonably suspected abuse/exploitation, including physical, sexual, fiduciary, emotional/mental, or physical and/or chemical restraint.
- Reasonably suspected neglect, including failure to provide medical care; failure to prevent malnutrition or dehydration; failure to protect from health and safety hazards; failure to assist in personal hygiene or the provision of food, clothing, or shelter; or failure to exercise the degree of care that a reasonable person would exercise in the position of having the care and custody of a dependent adult.
- Serious injury or accident, including lacerations requiring sutures or staples; puncture wounds requiring medical treatment beyond first aid; fractures; dislocations; bites that break the skin and require medical treatment beyond first aid; internal bleeding requiring treatment beyond first aid; any medication errors; medication reactions that require medical treatment beyond first aid; and burns that require medical treatment beyond first aid.
- Biohazardous accidents.
- Any unplanned or unscheduled hospitalization due to respiratory illness, seizure, cardiac-related, internal infection, diabetes, wound/skin care, nutritional deficiencies, or involuntary psychiatric admission.
- Use of illicit substances.
- The victimization of a consumer defined as: robbery, aggravated assault, larceny, burglary, and rape/attempted rape, regardless of when or where such an incident occurred.
- Abandonment.
- Isolation.
- Abduction.
- Attempted and/or threatened suicide.
- Death of any consumer, regardless of cause and regardless of when or where it occurred.
- Unauthorized/unexplained absence from day program lasting more than 4 days.
- Complaints from family or another interested person about an individual’s health, safety or treatment in our program.
- Any crisis that could disrupt the continuity of the individual’s employment or program.
- Incidents which might become newsworthy, involve probable legal action, or initiate a lawsuit or adverse community reaction.
The procedure for reporting any of the above is as follows:

1. Text or call your Director/Coordinator on their cell phone. Emailing and/or leaving a voicemail on a desk extension are not acceptable. Text or call your site supervisor (if different than your Director/Coordinator) on their cell phone.

2. Fill out a Special Incident worksheet, and turn in to your Director/Coordinator immediately.

3. Director/Coordinator or designated Staff-In-Charge will investigate the incident to determine the following:
   - The name(s) and date(s) of birth of the consumer(s) involved;
   - The date, time and location of the special incident;
   - A description of the incident, including the specific activity the consumer was performing when the event occurred;
   - The immediate action taken, including the treatment provided to the consumer, if any;
   - The action(s) taken by Futures, the consumer, or any other agency or individual in response to the incident;
   - The specific preventative action taken or planned;
   - Witnesses to the event;
   - The cause of the incident;
   - All other information required by Title 17.

4. Director/Coordinator or designated Staff-In-Charge will notify the Executive Director and verbally inform the service coordinator, parent/guardian, and/or whoever else is deemed necessary.

5. The staff person serving the individual involved is mandated to fill out the
   **“Vendor Special Incident Report”**
   and send it to the service coordinator, and to community care licensing, protective services, parent/guardian/conservator, police/law enforcement, and/or other agencies or individuals to be notified of the special incident or involved in the special incident.
   The Vendor Special Incident Report is filled out on the consumer database for Regional Center of the East Bay consumers and on paper for Alta California Regional Center consumers.

   *This form must be filled out within one working day and forwarded immediately to the Executive Director for signature.*

6. In case of abuse or suspected abuse, a second form is filled out:
   **“Report of Suspected Dependent Adult/Elder Abuse SOC 341”**
   and sent to Adult Protective Services,
   - **Alameda County**: 6955 Foothill Blvd., Ste 300, Oakland, CA 94621 / 866-225-5277 / 510-577-3500 / Fax 510-577-5615
   - **Contra Costa County**: 500 Ellinwood Way, Pleasant Hill, CA 94523 / 877-839-4347 / 925-602-4179 / Fax 925-602-4195
   - **Sacramento County**: DHSS, PO Box 269131, Sacramento, CA 95826 / 916-874-9377 / Fax 916-874-9662
   - **Yolo County**: DESS, 25 N. Cottonwood St, Woodland, CA 95695 / 888-675-1115 / 530-661-2955 / Fax 530-661-2761
   * Along with this form, the staff person calls APS! *

7. Document ISP as follows: “Special Incident Report; see consumer file: Date:"

8. A copy of each report must be put into the individual’s file in the Correspondence section. No other copies are kept anywhere else due to confidentiality.

9. The Program Director/Coordinator will follow up with the service coordinator, parent/guardian, and/or whoever else is deemed necessary, to provide them with the outcome of the specific preventative action planned or taken by Futures.

10. The Director/Coordinator will make recommendations for improvements to be made to reduce the chances of the incident happening again, and will review them with staff.

11. Special Incidents are tracked in the Consumer Database.

12. Special Incident Report data is compiled into an agency report on an annual basis.
All Futures employees are responsible for their own safety as well as that of participants and others in the workplace and off-site locations. To help the agency maintain a safe workplace, everyone must be safety conscious at all times. All work-related injuries or illnesses must be reported immediately to a Director/Coordinator and to the Administrative Director. In addition, report unsafe acts, work practices, and conditions to the Director/Coordinator.

RESPONDING TO CRITICAL INCIDENTS

A critical incident is any incident that might impact the emotional functioning of Futures Explored members. Critical incidents include the serious illness or death of a member of Futures Explored. Other events might include abuse, serious injury, assault or murder, an intruder, kidnapping or hostage taking, suicide or sudden death, acute illness emergency, bus or other vehicle accident, or the illegal use of weapons.

The health and safety of consumers and staff is of primary importance. All actions taken shall bear in mind the well-being of both. When a critical incident occurs, the primary aim when responding is to ensure the safety of all people on the premises, preserve life, and protect property. Futures Explored strives to provide appropriate supports following a critical incident, including timely debriefing to minimize the impact. Varying levels of service for those differently affected will be provided, as well as referrals to various support resources. The Executive Director must be notified immediately by cell phone when a critical incident has occurred.

Following the news of a critical incident, the Executive Director, Director, and/or Coordinator shall consider the following on Day 1:

1. How to deliver the news to staff, consumers, families, and care providers.
2. Whether to designate rooms (if available) for privacy and emotional support.
3. How services and supports are to be delivered during this difficult day.
4. If it’s permissible for staff and consumers to go home, if they wish.
5. How to address the use of cell phones and social media by consumers and staff to minimize rumors and inaccurate information.

In addition, special considerations will need to be given to the staff and consumers who were close with the deceased or who may have witnessed the traumatic event. Issues such as a deceased individual’s personal belongings will need to be discussed. Be aware of the emotional and physical wear that will occur this day. Consumers and staff should be reminded to drink plenty of water and practice self-care techniques. A brief staff meeting at the end of the day should be held to review the day, share information, resources, stress/grief reactions, and coping strategies.

To honor a deceased individual, a program site may decide to hold a memorial tribute. Consumers or staff may wish to express their grief and sympathy by contributing something in the name(s) of the deceased: a memory book, a scholarship fund, landscaping, a bird feeder, a plaque, or some other appropriate means. Family wishes should guide the planning of a remembrance activity. Staff may need to provide leadership to consumers wishing to establish an appropriate remembrance, as judgment of peers may be impaired following a traumatic event.

When appropriate, consumers and staff will have the opportunity to attend the funeral or memorial service. Decisions about allowing funeral/memorial attendance should be governed by the wishes of the family. Consumer and staff attendance at the funeral/memorial can provide support for the family if that is the family’s choice. Consumers should be informed of the family’s wishes regarding attendance at the funeral/memorial service. The funeral/memorial service can help individuals understand and accept the death of a friend, co-worker, or colleague, and can help to provide closure. Ensure that consumers who plan to attend the funeral/memorial are prepared by helping them anticipate what happens at funerals/memorials. Explain the purpose of various rituals, appropriate etiquette at the ceremony, and other topics as necessary, such as embalming, cremation, open caskets, burial and specific cultural practices.

Finally, the anniversary date may evoke stress or grief reactions from involved parties. Check in with consumers or staff who may have been significantly impacted.

EMERGENCY ACTION PLAN / INJURY & ILLNESS PREVENTION PLAN

In compliance with OSHA and California law, and to promote the concept of a safe workplace, Futures maintains a written Emergency Action Plan (EAP), which includes a specific course of action to be taken in a disaster situation, and an Injury & Illness Prevention Program (IIPP), which includes best feasible operations, procedures, technologies and policies to manage risk and to protect the health and safety of persons receiving services and employees.

The Emergency Action Plan and the Injury & Illness Prevention Program are to be reviewed and signed off by all employees upon hire and on an annual basis. Each staff member of Futures Explored is expected to be familiar with the plan in order to carry out his/her responsibilities in an emergency. In compliance with Proposition 65, Futures will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.
CLIPBOARDS-IN-A-BOX

In the event of an emergency, all staff should utilize the Clipboards-In-A-Box system and assume the role indicated by the clipboard: Management, Operations, Logistics, Planning, and Finance. Each site maintains a large file box stored in a place known to all staff containing five clipboards, each with a pen attached. Clipboards-In-A-Box is grabbed on the way out the door. Please see our Emergency Action Plan.

MAJOR DISASTERS

In the event of a major disaster (earthquake, fire, explosion, severe flooding) outside of working hours, the affected site will be closed if the building is damaged or highways leading to the site are damaged. Employees must contact a Director/Coordinator immediately, if possible, to receive instructions on reporting to an alternate location. In the event of a major disaster during working hours, the safety of participants and staff is of primary importance. All actions taken shall bear in mind the safety and well-being of both. Futures will be closed, and participants will remain under the supervision of Futures Explored staff. Please see our Emergency Action Plan.

SECURITY / WORKPLACE VIOLENCE

Futures Explored has zero tolerance for acts of intimidation, threats of violence, or acts of violence. Without exception, acts of intimidation, threats of violence, or acts of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination. Futures Explored's workplace security and workplace violence programs are described in detail in our Injury & Illness Prevention Program (IIPP).

NO FIREARM/WEAPON POLICY

Futures Explored does not allow any firearms or weapons to be brought on the premises or to be carried by any participant or any staff person while working or when on the premises of Futures.

NO SMOKING POLICY

Smoking is prohibited in all enclosed workplaces, both private and public, including vehicles, parking garages, and covered parking lots, and common areas such as lobbies, restrooms, stairwells, and elevators. Smoking is prohibited within 20 feet of main entrances, exits, operable windows, or ventilation system intakes. Smoking is allowed only in specified areas, and then only during designated break times. Employees must follow the guidelines of their work location. Smoking while on the job is prohibited. This policy includes electronic cigarettes (e-cigarettes).

ERGONOMICS

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

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

If you have any questions about ergonomics, please contact the Administrative Director.

HEAT ILLNESS

Employees who work outside may be exposed to extreme temperatures or adverse working conditions, particularly in the summer months. All supervisors and staff are trained in the recognition and prevention of heat illness. Employees who work outside are encouraged to frequently drink water. Employees who work outside are also allowed and encouraged to take a cool-down rest in the shade of at least five minutes (in addition to the time needed to access the shade) when needed to protect themselves from overheating. These preventative cool-down rests are paid time.

Please refer to the agency’s Injury & Illness Prevention Plan, or talk to your Director/Coordinator for details on how to ensure you are protected from heat illness dangers.
Futures Explored possesses a number of vehicles to provide services. Futures is committed to promoting safety and responsible driving for all of its employees. To ensure that this commitment is followed through, Futures has adopted a driver and vehicle policy that requires all employees who operate company-owned, leased/rented, or personal vehicles during the performance of their jobs, to do so in a lawful and safe manner.

**EMPLOYEE REQUIREMENTS FOR DRIVING**

Employees are required to have a valid California Driver License, a safe driving record, evidence of liability coverage for bodily injury or property damage (updated upon each cancellation or expiration), automobile registration, a valid First Aid certificate, and a valid CPR certificate. Drivers of Futures must present an up-to-date DMV printout of their driving record before the first day of employment and at any time during employment upon request. Futures Explored participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job. If an employee is required to drive as part of his or her job, Futures Explored retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked, or who fails to maintain personal automobile insurance coverage or who is uninsurable under the agency’s policy. For new and existing employees, First Aid and CPR trainings are held quarterly by staff who are Certified Instructors of the American Red Cross.

**VEHICLE EMERGENCIES/INCIDENTS**

Staff - Driver Training prior to operation of vehicle. Participants - Review the steps below as needed.

All drivers are trained on how to respond to emergencies, including the Vehicle Emergency Procedures and the Emergency Action Plan. Drivers are instructed to review the steps below as needed with all passengers.

In case of an accident and/or a mechanical failure while driving on company business and/or company time, stay calm and proceed as follows:

1. Move out of traffic to safety, then check for injuries. Make sure all participants are safe.
   - If necessary, administer first aid.
   - If necessary, call 911.
2. Assess the situation. Is anyone hurt? Has the vehicle been rendered inoperable or unsafe to drive?
3. As soon as possible, call a Director/Coordinator or Staff-in-Charge. You **must** speak with a person; just leaving a message on voice-mail is not acceptable.
4. Alert the police in the case of an accident.
5. Call for roadside help, if needed.
6. Block the scene, if necessary, by using triangles or flares to warn passing drivers of the problem.
7. Get information (name, insurance company’s name, and driver’s license number) from any other driver and/or witnesses to the occurrence in the case of an accident. Be sure the police are called and a report is filed. For your protection and that of the agency, don’t apologize for the accident or admit guilt, no matter who’s at fault.
8. Use common sense. For example, if there is a fire, grab your cell phone, get participants out of the vehicle and in a safe spot, then use the extinguisher (if practical), or call 911 and a Director/Coordinator or Staff-in-Charge.
9. If the vehicle cannot be fixed immediately and participants would be in a position of missing work, the Director/Coordinator or Staff-in-Charge will determine if there are any staff available to transport participants to job site, or if necessary, back to the agency. It may not be necessary to report to our employer (such as Moraga Parks or Brentwood Parks) as our schedule with them is flexible as long as the work gets done. The Director/Coordinator will make this determination.
10. **EMPLOYEES MAY NOT CONTINUE DRIVING AFTER AN ACCIDENT/INCIDENT UNLESS AUTHORIZED TO DO SO BY A DIRECTOR OR COORDINATOR ONLY.**
11. Fill out a Vehicle Accident Report and submit to the Administrative Director. Cooperate with the administrative office regarding all subsequent reports.
12. Contact families and/or significant others in each participant’s life to let them know the facts as directed by a Director/Coordinator or Staff-in-Charge.
13. Be sure vehicle is inspected by a licensed mechanic to ensure safety.
CELL PHONE USE WHILE DRIVING

In the interest of the safety of our employees, participants, and other drivers, Futures Explored employees are prohibited from using cell phones (including all smart phones) while driving participants!! If an employee’s job requires that s/he must keep the cell phone turned on while driving participants, the employee must use a hands-free device and safely pull off the road before conducting company business. In addition, Futures employees are prohibited from using cell phones while driving on company business and/or company time, unless a hands-free device is used. If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device. Under no circumstances should employees place phone calls while operating a motor vehicle while driving on company business and/or company time.

Writing, sending, or reading text-based communication - including text messaging, instant messaging, e-mail, web browsing and use of smart phone applications - on a wireless device or cell phone while driving is also prohibited under this policy.

DRIVER POLICY - PERSONAL VEHICLES

Many company positions require employees to drive their personal vehicle for company business, including driving to job sites, running errands for the agency, and transporting participants. Employees may be required to drive participants in their personal vehicle based on program needs. Futures places a great emphasis on the safe operation of all vehicles. Employees/volunteers who drive their personal vehicle are required to adhere to all Driver & Vehicle policies and procedures.

Auto Insurance: A waiver of liability must be signed by the employee at hire if s/he is to transport participants in his/her car and/or use their own car for company business or work errands. Futures Explored does not carry insurance to cover the employee’s car and occupants. It is the car that is insured, not the driver or Futures. If an employee is working or running an errand for work and causes an accident, it is on the employee’s insurance. If an employee has a participant with them and the participant puts the employee’s driving at risk and an accident is caused, it is on the employee’s insurance.

Futures Explored carries non-owned auto liability insurance in case of lawsuits resulting from an accident. If an employee is involved in an accident while on the clock, his/her own insurance coverage takes care of the claim. Futures’ insurance only supplements the employee’s insurance if there is a claim or lawsuit above the limit of the employee’s liability coverage.

Vehicle Operation & Equipment: For staff who drive participants on a daily basis and/or on a planned outing:

- Staff must perform a Vehicle Inspection, before and after operation of a personal vehicle, and document it on the Vehicle Inspection Report form.
- Staff must check out a Futures kit stocked with a fire extinguisher, emergency flares, booster cable, and a first aid kit. All drivers are trained on how to use the equipment in the vehicle.

Mileage Tracking & Reimbursement: Employees who drive their own vehicles on company business will be reimbursed at the mileage rate set by the IRS. Mileage Tracking forms are due from staff at the end of each month. Mileage is to be recorded in one-way increments. Mileage tracking is to be an accurate reflection of mileage driven. If an employee does not record his/her mileage accurately, s/he will receive an immediate written warning. Futures Explored does not pay staff to drive to and from work each day. However, if an employee goes out of their way to attend a meeting or a training, or to fill in at another site, Futures will reimburse the difference for their commute. For example, if a staff person currently drives 15 miles from home to work, but one day has to drive 45 miles from home to a meeting, a training, or to sub at another site, then we will reimburse them for 30 miles (not 45, which is their actual commute).

DRIVER POLICY - COMPANY VEHICLES

The Administrative Director oversees all training of designated vehicle drivers. The Administrative Director or another Authorized Trainer will accompany designated drivers to observe driving skill and ability. Other Authorized Trainers are any other designated Health & Safety officer. Training will occur as needed and will be documented.

Employees are expressly prohibited from using company vehicles for personal use.

Driver Training: All drivers are trained on how to operate the vehicle and its safety features before driving a vehicle. Drivers are to practice driving and parking the vehicle before being placed into service as a new driver. This training is documented on the Driver Training Checklist. Driver performance is reviewed prior to beginning service and at least once a year thereafter in order to observe operating practices.

Vehicle Operation: A Vehicle Inspection Report must be performed before and after each use of the vehicle. Before operation of the vehicle, staff must perform the Vehicle Inspection, and document it on the Vehicle Inspection Report form. Completed Vehicle Inspection Reports are to be turned in to the Director/Coordinator to sign off and forward to Futures Admin at the end of every month. Vehicle Manuals should not be kept in the vehicle when not in use, and must be stored in a centralized location.
Rules & Regulations: All drivers are trained on rules and regulations for operating the vehicle, including Safety Procedures and Emergency Procedures. Each driver must be sure to have his/her California Driver License, auto insurance, DMV registration, a cell phone, staff and participant emergency forms, the gas credit card, and the maintenance card. All drivers and passengers must use seat belts at all times, and the number of riders must not be more than the number of seat belts. Drivers must obey speed limits, and adhere to state driver, vehicle, traffic, and highway safety rules and regulations. Drivers must not operate a motor vehicle if their ability or alertness is impaired or likely to become impaired through fatigue, illness, alcohol, a controlled substance, or other factors. Inform your Director/Coordinator, who will assign another driver.

Use of Equipment: All drivers are trained on how to use the equipment in the vehicle, including hydraulic lift, wheelchair tie-downs, fire extinguisher, emergency flares, booster cable, and a first aid kit, which must be checked and restocked monthly.

Passenger Safety & Assistance: All drivers are trained on passenger safety and assistance. Each driver must be sure to have staff and participant emergency forms in the Vehicle Manual. The unique needs of each passenger, if any, must be reviewed before departing. Recognition and assistance for special conditions such as sensory impairments, seizure disorders, etc. must be reviewed before departing.

Ongoing Training: Drivers attend Health & Safety staff meetings on a monthly basis and Health & Safety Committee meetings on an annual basis. They hold regular emergency drills with participants, ensure that each of our vehicles has the necessary first aid and disaster supplies, and help to maintain safe vehicles.

Sensitivity Training: Drivers attend weekly staff meetings addressing the needs of individual participants and any special assistance needed. Ongoing trainings in general strategies, intervention, modeling, creating a protective responsive environment, facilitating adaptive functioning, developing a strong relationship with participants, etc. are provided to all staff on a weekly basis. Participants with uncontrolled seizure disorders or physically unable to be seatbelted into cars will not be transported.

VEHICLE SAFETY MANUALS - COMPANY VEHICLES

Each company vehicle has a Vehicle Safety Manual assigned to the vehicle. This binder MUST be in the designated vehicle when in use and MUST have at all times:

- Automobile Insurance
- DMV Registration
- Gas Card, Maintenance Card, and Pre-Paid Phone Card. If you use up the end of the minutes on the pre-paid phone card, you must turn in the card immediately to the Administrative Director so that it can be replaced.
- Futures Explored Agency Phone Numbers & Employee Contact Phone Numbers / Emergency Contacts/Phone Numbers and Neighborhood Resources. If there is an emergency, you must reach a person by phone.
- Staff and Participant Emergency forms!! Current emergency forms are required. It will not work to print out emergency forms once and just leave them in the binder forever. Current emergency forms only ~ SHRED the old ones.
- Vehicle Inspection Reports: A Vehicle Inspection MUST be performed before and after each use of the vehicle, and documented on the Vehicle Inspection Report form. Completed Vehicle Inspection Reports are to be signed off by the Director/Coordinator, and turned in to the Administrative Director at the end of every month.
- Driver Training Checklist forms / Vehicle Accident Report forms / 03 Vehicle Repair Request forms
- Driver & Vehicle Policies & Procedures

Vehicle Manuals should not be kept in the vehicle when not in use, and must be stored in a centralized location.

VEHICLE FILES

Files for company vehicles are maintained in the business office and contain the following: Maintenance Records, Vehicle Safety Inspection Report & Trip Logs, Authorized Drivers, Approved Destinations, Accident Information, Insurance, Registration, Pink Slip (copy), and Location of Original Pink Slip.

The Administrative Director is responsible for set up and maintenance of vehicle files. The Administrative Director is responsible for submitting maintenance records and approved vehicle destinations for the files. The Executive Director holds keys to all vehicles.

Vehicle Safety Inspection Report & Trip Logs for personal vehicles are maintained at the Futures Admin office.

VEHICLE EMERGENCY SUPPLIES

First Aid kits are available in all vehicles owned by Futures. In addition, each vehicle has an adequate number of supplies to accommodate the total number of driver and passengers. Emergency supplies are kept in sturdy storage containers, and checked and restocked as needed twice per year. Employees who drive their personal vehicle for company use are required to maintain basic emergency supplies.
VEHICLE MAINTENANCE

Preventative Maintenance: Daily maintenance and safety checks are performed before and after the operation of each vehicle with the use of the Vehicle Inspection Report, which was developed with input by the CHP and CARF. Each driver must check if there is enough fuel for the trip. The following must be in working order: brakes, parking brake, horn, headlights, taillights, reverse lights, brake lights, turn signals, emergency flashers, mirrors, windshield wipers, hydraulic lift, and wheelchair tie-downs. Tires, spare tire, and seatbelts must be in good condition. Battery and coolant/water must be checked. The fire extinguisher must be accessible and working. First aid backpacks and/or kits must be complete (list should be inside kit). Portable red reflector warning devices, emergency flares, life hammer, booster cable, disposable gloves, sunscreen, and rain gear (one set per participant) must be available and in good condition. All tools must be in good working order and stored neatly and safely.

Current Insurance Identification and Vehicle Registration cards must be in the vehicle. The Vehicle Manual containing Futures’ Safety Procedures, Emergency Procedures, Staff & Participant Emergency Information, Gas Card, Maintenance Card, and Phone Card must be in the designated vehicle. Drivers indicate that pre- and post-trip inspections have occurred as part of their entry on the Vehicle Inspection Report for all trips.

All staff are required to immediately report any vehicle defect or problem, however minor, to their Director/Coordinator for immediate inspection and resolution. Completed Vehicle Inspection Reports are to be signed off by the Director/Coordinator, and turned in to the Administrative Director at the end of every month.

Routine Maintenance: All vehicles receive regular oil changes and at least an annual maintenance inspection by a qualified mechanic, who makes maintenance recommendations to the Administrative Director. The Administrative Director oversees and schedules all vehicle service and repairs.

Contingency Plan for Out-of-Service Equipment: Futures does not have back-up vehicles, which makes regular maintenance and properly working vehicles extremely important.
HEALTH BENEFITS

Futures Explored provides a comprehensive medical insurance plan for eligible employees and their dependents. Full-time and Part-time employees may become eligible for health benefits on the 1st of the month after working 30 days at their regularly scheduled hours (at a minimum). Futures will contribute an amount (determined by the Board of Directors) per month per employee towards their health benefits. The employee may participate in one of the Medical Health Plans. In addition, you may participate in Dental and/or Vision plans. Current plans are listed on the election form given to employees upon eligibility.

Employee may enroll family members and/or purchase benefits above the amount contributed by Futures at their own expense. Any amount owed over Futures contribution must be deducted from the employee’s paycheck. The employee’s total monthly contribution is divided in half and then deducted from each paycheck. The employee’s contribution is pre-tax as defined by Section 125 of the Internal Revenue Code.

Futures does not pay cash in lieu of benefits.

CAFETERIA PLAN

Futures offers a Cafeteria Plan to provide employees with a choice of health benefit options. Employees may choose from core health benefits, non-core health benefits, or cash benefits as described in the plan.

If the employee opts to waive coverage through Futures by signing a Certification to Waive/Decline Coverage form, Futures will contribute towards Dental and/or Vision, and/or to the employee’s Retirement Savings plan, Health Savings Account, Employee Tuition Fund, College Loan Repayment, or ABLE account, as defined in Futures’ Section 125 Plan. See Plan for complete details.

RETIREMENT SAVINGS

Futures’ employer-sponsored retirement savings plan is a 403(b) Thrift Plan. After one year of service (at least 1000 hours of work), Futures will contribute a percentage of the employee’s monthly salary, as determined by the Board of Directors each year, for Full-time and Part-time employees. A year-end discretionary contribution may also be made, again determined by the Board of Directors. The vesting schedule is as follows:

- Less than 1 year - 0%; 2 years - 20%; 3 years - 40%; 4 years - 60%; 5 years - 100%

Detailed information about the retirement savings plan will be given to the employee upon eligibility.

TSA (Tax Sheltered Annuity)

Tax sheltered annuities are available to any employee of a non-profit corporation. A TSA provides a way for the employee to direct a specified amount of money from their biweekly paycheck which will not be taxed, and lower the actual amount of wage that is taxable. For more information, the employee should contact the Administrative Director or his/her own tax advisor.
VACATION LEAVE

Employees are entitled to accrue paid vacation leave for active service as shown below. Active service commences on the employee's start date and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Futures Explored believes that yearly vacations are in the best interest of both the employee and Futures. Therefore, Futures Explored encourages employees to take vacation annually.

Paid vacation leave may not be used before it is accrued.

Employees are required to take accrued and unused paid vacation leave (if eligible) before taking unpaid vacation leave (if eligible).

Employees are required to take accrued and unused paid vacation (if eligible) if they have exhausted their paid sick leave and their unpaid sick leave.

Vacation accruals may not exceed one and one-half times an employee’s current annual entitlement. Once this cap is reached, no further vacation will accrue until some vacation is used.

Vacation time must be taken within the year following accrual, unless prior approval is obtained from the Executive Director.

Vacation schedules must be coordinated with and approved by your Director/Coordinator in advance. Vacations shall be scheduled to provide adequate coverage of job responsibilities and staffing requirements. Futures Explored schedules determine permissible vacation periods, and final determination is made by your Director/Coordinator and your site supervisor.

Vacation Leave will not accrue during periods of unpaid leave.

Employees are responsible for tracking their accrued vacation time.

An employee whose employment terminates will be paid for unused accrued vacation leave on a pro rata basis.

**Full-time Exempt Employees** (Based on a 40-hour workweek) are entitled to accrue paid vacation at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>30 days/240 hours</td>
<td>2.5 days/20 hours</td>
<td>10.00 hours per payroll</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

**Part-time Exempt Employees** (Based on a 25-hour workweek) are entitled to accrue paid vacation at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>18 days/108 hours</td>
<td>1.5 days/9 hours</td>
<td>4.5 hours per payroll</td>
<td>162 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>24 days/144 hours</td>
<td>2 days/12 hours</td>
<td>6.0 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>30 days/180 hours</td>
<td>2.5 days/15 hours</td>
<td>7.5 hours per payroll</td>
<td>270 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

**Full-time Level IV Non-Exempt Employees** (40 Scheduled Hours per Week; Classified as Non-Exempt) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>30 days/240 hours</td>
<td>2.5 days/20 hours</td>
<td>10.00 hours per payroll</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.
**Full-time I Non-Exempt Employees** (36-40 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/96 hours</td>
<td>1 day/8 hours</td>
<td>4.00 hours per payroll</td>
<td>144 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
</tbody>
</table>

*There is no unpaid vacation leave for this employment category.*

**Full-time II Non-Exempt Employees** (32-35.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/85.92 hours</td>
<td>1 day/7.16 hours</td>
<td>3.58 hours per payroll</td>
<td>128.88 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/128.64 hours</td>
<td>1.5 days/10.72 hours</td>
<td>5.36 hours per payroll</td>
<td>192.96 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/171.60 hours</td>
<td>2 days/14.30 hours</td>
<td>7.15 hours per payroll</td>
<td>257.40 hours</td>
</tr>
</tbody>
</table>

*There is no unpaid vacation leave for this employment category.*

**Part-time I Non-Exempt Employees** (26-31.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/76.32 hours</td>
<td>1 day per month</td>
<td>3.18 hours per payroll</td>
<td>114.48 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/114.24 hours</td>
<td>1.5 days per month</td>
<td>4.76 hours per payroll</td>
<td>171.36 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/152.40 hours</td>
<td>2 days per month</td>
<td>6.35 hours per payroll</td>
<td>228.60 hours</td>
</tr>
</tbody>
</table>

*There is no unpaid vacation leave for this employment category.*

**Part-time II Non-Exempt Employees** (20-25.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/61.92 hours</td>
<td>1 day per month</td>
<td>2.58 hours per payroll</td>
<td>92.88 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/92.64 hours</td>
<td>1.5 days per month</td>
<td>3.86 hours per payroll</td>
<td>138.96 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/123.60 hours</td>
<td>2 days per month</td>
<td>5.15 hours per payroll</td>
<td>185.40 hours</td>
</tr>
</tbody>
</table>

*There is no unpaid vacation leave for this employment category.*

**Less than Part-time Employees** (Less than 20 Scheduled Hours per Week) are not entitled to accrue paid vacation leave. There is unpaid vacation leave for this employment category. Unpaid vacation leave may be taken for vacation or personal reasons depending on agency needs and staff coverage availability at the time.

**Temporary/On-Call Employees** (Hold jobs of limited duration) are not entitled to accrue paid vacation leave. There is unpaid vacation leave for this employment category. Unpaid vacation leave may be taken for vacation or personal reasons depending on agency needs and staff coverage availability at the time.
SICK LEAVE

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness or injury. All employees who have worked in California for 30 or more days within a year from the start of their employment will be entitled to paid sick time. Sick leave is intended to be used only when actually required for the reasons described below; sick leave is not to be used for other “personal” absences.

Employees may use sick leave for the following reasons:
1. The diagnosis, care, or treatment of an existing health condition for an employee or covered family member, as defined below.
2. Preventive care for an employee or an employee’s covered family member.
3. For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking.
4. As otherwise stated in this Handbook or permitted by law.

For purposes of paid sick leave, a covered family member includes a:
- Child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A “child” also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.
- Parent defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee’s spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.
- Spouse.
- Registered domestic partner.
- Grandparent.
- Grandchild.
- Sibling.

Employees are expected to provide as much advance notice as possible of their need to take time off under this policy, and may be required to provide appropriate medical documentation when permitted by law. If the need for paid sick leave is foreseeable, employees must provide advance oral or written notification to their Director/Coordinator. If the need for paid sick leave is not foreseeable, employees must provide notice to their Director/Coordinator as soon as practicable.

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

Paid sick leave can be used in one hour increments.

Any employee that misses work because they are sick must be free of contagious symptoms for 24 hours before returning to work.

Any employee out four or more consecutive days due to a non-work-related injury or disabling condition must obtain a doctor’s note stating that the employee can return to work, and what, if any, restrictions might affect their work.

Futures Explored will not tolerate abuse or misuse of your sick leave privilege.

Employees are entitled to accrue paid sick leave for active service as shown below. Active service commences on the employee’s start date and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Employees who are rehired within one year of separation from employment may be eligible for reinstatement of previously accrued paid sick time.

Exempt employees are presumed to work 40 hours per workweek for purposes of sick time accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

Paid sick leave may not be used before it is accrued.

Employees are required to take accrued and unused paid sick leave (if eligible) before taking unpaid sick leave (if eligible).

Paid sick leave will be paid at the rate required by law.

Paid sick leave is not hours worked and is not counted in the calculation of overtime.

Paid sick leave will not accrue during periods of unpaid leave.

Employees are responsible for tracking their paid and unpaid sick leave.

Futures does not pay employees for unused paid sick leave. Paid sick leave has no cash value upon separation of employment or at any other time. An employee whose employment terminates will not be paid for unused accrued sick leave. Futures Explored does not pay employees in lieu of unused sick leave.

As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

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

If you have any questions about paid sick leave, please contact the Administrative Director.
Full-time Exempt Employees (Based on a 40-hour workweek) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **60 days**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

There is no unpaid sick leave for this employment category.

Full-time Level IV Non-Exempt Employees (40 Scheduled Hours per Week; Classified as Non-Exempt) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **60 days**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

Six unpaid sick days may be taken in the calendar year. Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

Full-time I Non-Exempt Employees (36-40 Scheduled Hours per Week) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **60 days**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

Six unpaid sick days may be taken in the calendar year. Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

Full-time II Non-Exempt Employees (32-35.75 Scheduled Hours per Week) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/43 hours</td>
<td>.5 day/3.58 hours</td>
<td>1.79 hours per payroll</td>
<td>430 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **60 days**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

Six unpaid sick days may be taken in the calendar year. Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.
Part-time I Non-Exempt Employees (26-31.75 Scheduled Hours per Week) are gifted 3 days or 24 hours of Paid Sick Leave upon hire and on January 1 each year to be used as needed throughout the calendar year.

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>GIFTED UPON HIRE &amp; ON JANUARY 1</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>3 days/24 hours</td>
<td>N/A</td>
<td>3 days/24 hours</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **48 hours**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

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Part-time II Non-Exempt Employees (20-25.75 Scheduled Hours per Week) are gifted 3 days or 24 hours of Paid Sick Leave upon hire and on January 1 each year to be used as needed throughout the calendar year.

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>GIFTED UPON HIRE &amp; ON JANUARY 1</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>3 days/24 hours</td>
<td>N/A</td>
<td>1 hour for every 30 hours worked</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **48 hours**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

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Less than Part-time Employees (Less than 20 Scheduled Hours per Week) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>3 days/24 hours</td>
<td>N/A</td>
<td>1 hour for every 30 hours worked</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **48 hours**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

---

Temporary/On-Call Employees (Hold jobs of limited duration) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>3 days/24 hours</td>
<td>N/A</td>
<td>1 hour for every 30 hours worked</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed **48 hours**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.
TIME OFF REQUESTS

When vacation, sick and/or another leave is to be taken, employees must inform their Director/Coordinator, as well as their site supervisor. Employees must electronically enter the request for the appropriate leave and have it approved by their timecard supervisor. Leave requests are approved by the timecard supervisor depending on agency needs and staff coverage availability at the time. Leave must be requested with as much advance notice as possible.

In the event of an unforeseen absence, leave must be requested as soon as possible, either from home or upon return to work. The employee’s Director/Coordinator may request the leave on behalf of the employee. Leave will be considered “already taken” if you do not request the time off by the end of the previous work day at the end of your regularly scheduled work shift.

Please see the PUNCTUALITY/ATTENDANCE section of this handbook.

Leave must be used unless it is one hour or less of work time that will be missed. Leave requests are entered electronically in ADP.

1. When requesting leave, enter the requested date and select the correct Time Off Policy.
2. Enter the amount of hours you would like to use as follows:
   - Full-time Exempt Salary Employees: Whole Day Missed = 8 hours; Half Day Missed = N/A
   - Full-time Non-Exempt Salary Employees: Whole Day Missed = 8 hours; Half Day Missed = Must add up to 8 hours for the day
   - Full-time Non-Exempt Employees: Whole Day Missed = 5 - 8 hours; Half Day Missed = 1 - 4 hours
   - All Other Non-Exempt Employees: Whole Day Missed = 4 - 8 hours; Half Day Missed = 1 - 3 hours
3. For a full day, enter your normal work start time for that day. For a half day, enter the time the leave is to begin/end.
4. In the Comments section:
   - For a planned absence, describe the plan for coverage.
   - If the leave has already been taken without advance approval, write the words “Already Taken”.
5. The completed request will be submitted electronically to your timecard supervisor for approval.
LEAVE DONATION PROGRAM

Futures Explored Inc. Employee Handbook

Futures Explored has a Leave Donation Program that is meant to provide assistance to employees who are suffering from a crisis event that has resulted in a need for additional time off in excess of their available paid vacation or sick time. The program allows eligible employees to voluntarily donate time from their available vacation or sick leave to a community pot in accordance with the policy. Eligible employees may apply to use donated time from Leave Donation Program in accordance with the policy.

This policy is strictly voluntarily. The policy does not guarantee any employee the right to extended leave beyond what is provided for by Futures’ stated policy and its legal obligations. Final approval of receipt of any leave donation and of the ability to donate accrued leave rests with the Executive Director.

Donations made under this policy shall be deemed to be equivalent one hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

Eligibility to Donate:
In order for you to donate paid vacation and/or paid sick leave to the Leave Donation Program, you must:

- Be employed by Futures Explored for one year.
- Donate paid leave in units of 1 hour.
- Donate no more than 20% of your calendar year balance.
- Not be currently on an approved leave of absence.

Employees who donate paid leave are not permitted to exhaust their own sick leave balance because they may experience their own need for time off.

Procedure to Donate:
Employees who wish to donate paid time to the Leave Donation Program must email the Executive Director and the Administrative Director, who will confirm eligibility. The request must be approved by the employee’s Director/Coordinator and the Executive Director. The identity of donors will remain confidential.

Donations under the program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program.

Guidelines for Receipt of Leave Donation:
Employees who would like to receive donated paid time from the community pot must have a crisis event as determined by the Executive Director, such as:

- a catastrophic injury or illness of an employee or immediate family member. Immediate family member is defined as an employee’s child (including step-child or legal ward), parent, spouse, registered domestic partner, registered domestic partner’s child, grandparent, grandchild, or sibling.
- a death of an immediate family member, as defined above.
- a crisis of a severe nature that directly impacts the employee, such as a catastrophic casualty loss due to fire or natural disaster.

Employees who receive donated paid time may receive no more than 80 hours (2 weeks) within a calendar year period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the company’s stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated paid time is within the discretion of Futures Explored.

Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

Eligibility for Receipt of Leave Donation:
In order for you to receive paid leave from the Leave Donation Program you must:

- Use the donated time only for time off related to the approved crisis event.
- Receive paid leave in units of 1 hour.
- Receive no more than 80 hours (2 weeks) within a calendar year period.
- Not be currently on an approved leave of absence.

Employees who are on job probation for excessive absenteeism are not eligible to apply for leave from the Leave Donation Program.

Procedure for Receipt of Leave Donation:
Employees who wish to apply to use paid time from the Leave Donation Program must:

1. Notify the Administrative Director as soon as the need for a leave donation is realized, including dates.
2. Notify their Director/Coordinator. The request must be approved by the employee’s Director/Coordinator and the Executive Director, and is in no way guaranteed.
3. The Administrative Director will assign/request the Leave Donation in ADP.
HOLIDAYS

A Holiday Schedule is distributed by email and posted on our website each December for the upcoming calendar year, subject to change. Futures Explored generally observes the holiday schedule as set forth by the Regional Center each year. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday.

Employees will not receive Holiday pay while on unpaid leave.

<table>
<thead>
<tr>
<th>Futures Explored Holiday</th>
<th>Holiday set forth by the Regional Center. Regional Center does not pay for consumer attendance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Closure</td>
<td>Closure day set forth by the State of California. Regional Center does not pay for consumer attendance.</td>
</tr>
<tr>
<td>Futures Explored Holiday Closure</td>
<td>Holiday closure day set forth by Futures Explored management staff. Regional Center does pay for consumer attendance, but many of Futures’ programs choose to be closed.</td>
</tr>
</tbody>
</table>

**Full-time Exempt Salary Employees** are paid their regular salary for Futures Explored Holidays and State Closure days. On Futures Explored Holiday Closure days, FTE employees must use a paid Vacation day to be off on the closure day.

**Full-time Level IV Non-Exempt Salary Employees** are paid their regular salary for Futures Explored Holidays and State Closure days. On Futures Explored Holiday Closure days, Level IV Non-Exempt employees must use a paid Vacation day to be off on the closure day.

**Full-time Level IV Non-Exempt Hourly Employees** are paid (8 hours) for Futures Explored Holidays. State Closure days and Futures Explored Holiday Closure days are unpaid. Employees are allowed to use accrued paid Vacation leave for holiday pay, if desired.

**Full-time Non-Exempt Employees** are paid (6 Hours) for three Futures Explored Holidays per year: Memorial Day, Labor Day, and Thanksgiving Day. All other Futures Explored Holidays, State Closure days, and Futures Explored Holiday Closure days are unpaid. Employees are allowed to use accrued paid Vacation leave for holiday pay, if desired.

**Part-time Non-Exempt Employees** are paid (4 Hours) for three Futures Explored Holidays per year: Memorial Day, Labor Day, and Thanksgiving Day. All other Futures Explored Holidays, State Closure days, and Futures Explored Holiday Closure days are unpaid. Employees are allowed to use accrued paid Vacation leave for holiday pay, if desired.

**Double Pay/Holiday Pay/Bonus Paid Holiday:**

When a Non-Exempt employee works less than a half day (based on the employee’s regularly scheduled hours) on a scheduled unpaid Futures Explored Holiday, they will receive double pay for the hours worked.

When a Non-Exempt employee works a half day or more (based on the employee’s regularly scheduled hours) on a scheduled unpaid Futures Explored Holiday, they will receive regular pay for the hours worked, plus earn a Bonus Paid Holiday, which means the next scheduled unpaid Futures Explored Holiday will be paid. A Bonus Paid Holiday = 8 hours. Bonus Paid Holidays are taken after the holiday is worked, not before. This policy does not give an employee an additional day off.

When a Full-time or Part-time Non-Exempt employee works any amount of hours on a scheduled paid Futures Explored Holiday (Memorial Day, Labor Day, and Thanksgiving Day), they will receive regular pay for the hours worked, plus 8 hours of regular pay for the holiday (holiday pay).

These Double Pay/Holiday Pay/Bonus Paid Holiday policies do not apply to State Closure days and Futures Explored Holiday Closure days.

Employees may not work on a scheduled Futures Explored holiday without the prior written consent of their Director/Coordinator, and must be based on agency need.

Employees who are to be paid Double Pay, Holiday Pay and/or a Bonus Paid Holiday must notify the Administrative Director and the Payroll & Benefits Coordinator as soon as hours have been worked on a scheduled Futures Explored Holiday, including dates and times. The Payroll & Benefits Coordinator will add the Holiday Pay in ADP; the Administrative Director will assign the Bonus Paid Holiday in ADP.
**BIRTHDAY LEAVE**

Futures Explored grants one paid day of Birthday Leave to **Full-time Exempt Employees**, **Full-time Non-Exempt Employees**, and **Part-time Non-Exempt Employees** to be taken during the month of their birthday.

Futures Explored grants one unpaid day of Birthday Leave to **Less than Part-time** and **Temporary/On-Call Employees** to be taken during the month of their birthday.

**Full-time Exempt Employees** are paid their regular salary for Birthday Leave.

**Full-time Level IV Non-Exempt Employees** are paid (8 Hours) for Birthday Leave.

**Full-time Non-Exempt Employees** are paid (6 Hours) for Birthday Leave.

**Part-time Non-Exempt Employees** are paid (4 Hours) for Birthday Leave.

When Birthday Leave is taken, employees must request the leave electronically in advance and have it approved by their timecard supervisor as soon as possible.

Employees will not receive Birthday Leave while on an unpaid leave of absence.

**BEREAVEMENT LEAVE**

**PAID BEREAVEMENT LEAVE:** Futures Explored grants a Paid Bereavement Leave of absence to employees in the event of the death of the employee's current relative: spouse, registered domestic partner, child, step-child, parent, step-parent, legal guardian, brother, sister, nephew, niece, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law.

**Full-time Exempt, Full-time Level IV Non-Exempt, Full-time Non-Exempt, and Part-time Non-Exempt** employees shall receive three days with pay based on regularly scheduled hours. **Less than Part-time** and **Temporary/On-Call** employees are not eligible for paid bereavement leave, but may use Unpaid Bereavement Leave as described below.

**UNPAID BEREAVEMENT LEAVE:** Futures Explored may grant an Unpaid Bereavement Leave of absence to employees in the event of the death of an extended family member or other person not included in the Paid Bereavement Leave list above.

Employees may use three days of unpaid leave for bereavement depending on agency needs and staff coverage availability at the time.

When bereavement leave is taken, employees must request the leave electronically and have it approved by their timecard supervisor as soon as possible. Please submit proof of the individual's death, such as a copy of the obituary or funeral program.

To extend a paid Bereavement leave of absence, the Executive Director may approve additional Unpaid Bereavement Leave which will be treated as Unpaid Personal Leave. Unpaid paid vacation time can be used (if approved).

**JURY DUTY/WITNESS LEAVE**

Futures Explored encourages employees to serve on jury duty when called. Upon reasonable advance notice to Futures, an employee may take time off to serve on a jury or appear as a witness.

**Full-time Exempt Employees** shall receive their normal salary and benefits while required to serve jury duty, for a period of no more than ten (10) working days. Paid jury duty leave is limited to ten (10) working days’ pay for every 12-month period.

**Full-time Level IV Non-Exempt Employees** shall receive their normal wages and benefits while required to serve jury duty, for a period of no more than ten (10) working days. Paid jury duty leave is limited to ten (10) working days’ pay for every 12-month period.

**Full-time Non-Exempt Employees** and **Part-time Non-Exempt Employees** shall receive three days with pay based on regularly scheduled hours.

**Less than Part-time Employees** and **Temporary Employees** may use unpaid leave for jury duty/witness depending on agency needs and staff coverage availability at the time.

You should notify your Director/Coordinator of the need for time off for jury duty as soon as a notice or summons from the court is received. You must provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

When jury duty/witness leave is taken, employees must request the leave electronically and have it approved by their timecard supervisor. Leave must be requested with as much advance notice as possible.

You may retain any mileage allowance or other fee paid by the court for jury services.

The Executive Director may approve additional unpaid time off or unused paid leave time can be used to extend the leave if approved.
SCHOOL ACTIVITIES LEAVE

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in loco parentis to one or more children of the age to attend kindergarten through grade 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year; and
- Covered employees can use the time off to find, enroll or re-enroll a child in a school or with a licensed child care provider or to participate in activities of the child’s school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. Employees planning to take time off for these purposes must provide reasonable advance notice to their Director/Coordinator.

Covered employees can also use time off to address a “child care provider or school emergency” if the employee gives notice to the employer. A child care provider or school emergency means that the employee’s child cannot remain in a school or with a child care provider due to one of the following:

- The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
- A natural disaster, including, but not limited to, fire, earthquake or flood.

Employees must provide their Director/Coordinator with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence;

If more than one parent is employed by Futures Explored, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by his or her Director/Coordinator;

Employees may use vacation leave in order to receive compensation for this time off; and

Employees who do not have paid time off available will take the time off without pay.

SCHOOL APPEARANCES INVOLVING SUSPENSION

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her Director/Coordinator as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days’ notice.
WORKERS’ COMPENSATION INSURANCE

Futures Explored, in accordance with state law, provides insurance coverage for employees and paid-work participants in case of work-related injury. The workers’ compensation benefits provided to injured employees may include: Medical care; Cash benefits, tax free, to replace lost wages; and Assistance to help qualified injured employees return to suitable employment.

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

1. Immediately report any work-related injury or illness to a Director/Coordinator or, if unavailable, another Staff-in-Charge, and to the Administrative Director. You will then be given the “Employee’s Claim for Worker’s Compensation Benefits DWC1” to fill out and return to the Staff-in-Charge.

2. Immediately complete the Employee section of the “Employee’s Claim for Worker’s Compensation Benefits DWC1” form and return it to the Staff-in-Charge.

3. Seek medical treatment and follow-up care, if required. Workers who are injured in a work-related incident will be referred to the nearest Network Medical Provider (see list). Before you are sent for treatment, the Staff-in-Charge will call the closest location (or your preference) and let them know you are on the way. If there is no answer, you go anyway.

4. The Director/Coordinator or the Staff-in-Charge will make the decision as to how to transport you. You may drive yourself, or the Staff-in-Charge can transport you in their car, send you by hired car, or send you by ambulance to the hospital in the event of an emergency, depending on the situation.

5. Provide HR with all certification from the health care provider regarding the need for workers’ compensation disability leave, modified work, or return to work, as well as a Modified Work form if applicable.

Futures Explored provides medical treatment for work-related injuries through a medical provider network, which Futures has chosen to provide medical care to injured employees because of their experience in treating work-related injuries.

The law requires Futures Explored to notify the workers’ compensation insurance company of any concerns of false or fraudulent claims.

WORKERS’ COMP DISABILITY LEAVE: Begins when ordered by the employee’s attending health care provider. The Industrial Work Status Report must state:

a) Date of commencement of the disability;

b) Probable duration of the period or periods of disability; and

c) Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the disability.

WCD LEAVE PROCEDURES: The following procedures shall apply when a worker is placed on workers’ comp disability leave:

1. Contact the Administrative Director in writing (by email) as soon as the MPN physician places you on workers’ comp disability leave. Provide HR with all certification from the health care provider (Visit Verification, Work Status) ASAP regarding the need for workers’ compensation disability leave.

2. Contact your Director/Coordinator by cell phone to let them know your work status.

3. The Administrative Director will assign/approve the WCD leave in ADP.

4. On or before your last day of work, turn in your assigned company property to your supervisor.

INTERMITTENT LEAVE: Employees may take workers’ compensation leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) as prescribed by the attending health care provider.

TIME OFF ACCRUAL: Employees off of work due to a work-related injury will not continue to accrue other company-provided paid leave benefits (such as paid vacation or paid sick leave) during unpaid workers’ comp disability leave.
HEALTH AND BENEFIT PLANS: An employee off of work and/or on modified duty due to a work-related injury will be allowed to continue participating in any health and welfare benefit plans in which s/he was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave (for a maximum of 16 work weeks).

Futures will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave or modified duty first begins due to the work-related injury. The employee’s contribution payment is due when it would be made by payroll deduction.

Benefits will be provided until the last day of the month following 16 weeks of leave. After that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. If you fail to make your contribution payment at the proper time, Futures will discontinue benefits and you will have the option to convert to COBRA. When you return from leave, benefits will again be provided by Futures beginning on the first of the month after your return to work date. After 16 weeks of leave, any portion of benefits paid by Futures will no longer be paid. The employee may continue benefits at his/her own expense but must adhere to payment due dates or coverage will lapse.

Futures will not continue employer-sponsored Cafeteria Plan or Retirement contributions during unpaid WCD.

In some instances, Futures may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following workers’ comp disability leave.

RETURN TO WORK: Futures requires a medical release to return to work or certification from the employee’s MPN physician that the employee is able to resume work, and what, if any, restrictions might affect their work. Failure to provide a release to return to work certificate from the employee’s health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

RETURN TO WORK PROCEDURES - ON YOUR FIRST DAY BACK:

1. Turn in the Industrial Work Status Report stating that you are fit to return to your job, and what, if any, restrictions might affect your work. Failure to provide certification by the attending physician of the employee’s fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

2. If you have restrictions, fill out the Modified Work form and attach the work status form.

3. Email the Administrative Director to confirm your return to work, and attach the work status form.

4. Settle your Ongoing Health Benefits Bill with the Administrative Director for missed employee contributions not paid during your leave.

5. Pick up your company property from your supervisor.

REINSTATEMENT: Upon submission of a medical certificate that an employee is able to return to work after a workers’ compensation leave, the employee under most circumstances will be reinstated to his or her same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers’ compensation disability leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers’ compensation disability leave would have been laid off had he or she not gone on leave, or if the employee’s position has been eliminated or filled in order to avoid undermining Futures’ ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee’s return depends on his or her qualifications for any existing openings. If, after returning from a workers’ compensation disability leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, Futures’ obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

If possible, a return-to-work program may be set up for any employee who cannot return to their regular duties immediately.

MODIFICATION/TRANSFER: Upon the recommendation of the employee’s MPN physician, the employee’s work assignment may be changed to protect the health and safety of the employee. Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

Employees on modified duty due to a work-related injury working Less than Part-time (less than 20 scheduled hours per week) or Temporary/On-Call will not continue to accrue paid vacation and will accrue paid sick leave at the rate assigned to those employment categories. Futures will continue employer-sponsored Cafeteria Plan or Retirement contributions.
EARLY RETURN-TO-WORK POLICY

In order to minimize serious disability due to on-the-job injuries and to reduce the effects on our injured employees, Futures has developed a policy to deal with time loss claims in which the employee may be temporarily offered modified work. Modified jobs may be identified after obtaining and examining the injured employee’s physical limitations or restrictions. A modified job might be the employee’s regular job, which has been modified by removing certain tasks, a different job currently existing at the workplace, or a job which is specifically designed around the employee’s restrictions. A modified job offer will be made only when work is available and when such work is of benefit to Futures. The modified job, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for the modified work. Each case will be assessed individually based on the needs of Futures and the employee. Modified work may not be implemented in every time loss claim. Wages will not necessarily be the same as that of the regular job.

On-the-job injuries and occupational diseases will be handled by a team consisting of the injured employee, the management team, the insurance company, and the injured employee’s physician. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity.

STATE DISABILITY INSURANCE

Each employee contributes through payroll tax to California's state disability insurance programs. Disability insurance is mandated by the California Unemployment Insurance Code and administered by the Employment Development Department. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at Futures. An additional tax funds the state’s Paid Family Leave program, and provides partial wage replacement for absences related to care of a family member, or bonding with a new child. Specific rules and regulations governing disability are available from the Administrative Director.

Disability Insurance (State of California-Employment Development Dept): Disability insurance is payable when an employee cannot work because of illness or injury not caused by employment at Futures.

1. Have your doctor complete the Claim for Disability Insurance Benefits - Doctor’s Certificate (they have this form). Doctor sends form directly to EDD.

2. Visit the following EDD link “Types of Claims”: http://edd.ca.gov/Disability/Types_of_Claims.htm

UNEMPLOYMENT INSURANCE

Futures provides unemployment insurance under the provisions of the California Unemployment Insurance Code.

SOCIAL SECURITY

During your employment, Futures and the employee both contribute funds to the federal government to support the Social Security Program. This program is intended to provide you with monthly checks and medical coverage once you reach retirement age.

MALPRACTICE INSURANCE

Futures does not provide malpractice insurance, as we are service providers, not clinicians. We do have Directors and Officers liability insurance.
I. FULL-TIME EXEMPT EMPLOYEES
(40 Scheduled Hours per Week)

VACATION LEAVE

Full-time Exempt Employees are entitled to accrue paid vacation at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>30 days/240 hours</td>
<td>2.5 days/20 hours</td>
<td>10.00 hours per payroll</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

SICK LEAVE

Full-time Exempt Employees are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

There is no unpaid sick leave for this employment category.

HOLIDAYS

Full-time Exempt Employees are paid their regular salary for Futures Explored Holidays and State Closure days. On Futures Explored Holiday Closure days, FTE employees must use a paid Vacation day to be off on the closure day. Please refer to the Holidays section of this Handbook.

BIRTHDAY LEAVE

Futures Explored grants one paid day of Birthday Leave to Full-time Exempt Employees to be taken during the month of their birthday. Full-time Exempt Employees are paid their regular salary for Birthday Leave.

BEREAVEMENT LEAVE

Futures Explored grants a Paid Bereavement Leave of absence to employees in the event of the death of the employee’s current relative: spouse, registered domestic partner, child, step-child, parent, step-parent, legal guardian, brother, sister, nephew, niece, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. Full-time Exempt employees shall receive three days with pay based on regularly scheduled hours.

JURY DUTY/WITNESS LEAVE

Full-time Exempt Employees shall receive their normal salary and benefits while required to serve jury duty, for a period of no more than ten (10) working days. Paid jury duty leave is limited to ten (10) working days’ pay for every 12-month period.

HEALTH COVERAGE

Futures Explored provides a comprehensive medical insurance plan for eligible employees and their dependents as described in the Health Benefits section of this Handbook.

RETIREMENT SAVINGS

Futures’ employer-sponsored retirement savings plan is a 403(b) Thrift Plan as described in the Retirement Savings section of this Handbook.
II. FULL-TIME LEVEL IV NON-EXEMPT EMPLOYEES
(40 Scheduled Hours per Week)

VACATION LEAVE

Full-time Level IV Non-Exempt Employees are entitled to accrue paid vacation at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>30 days/240 hours</td>
<td>2.5 days/20 hours</td>
<td>10.00 hours per payroll</td>
<td>360 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

SICK LEAVE

Full-time Level IV Non-Exempt Employees are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

There is no unpaid sick leave for this employment category.

HOLIDAYS

Full-time Level IV Non-Exempt Employees are paid (8 hours) for Futures Explored Holidays and State Closure days. On Futures Explored Holiday Closure days, Level IV Non-Exempt employees must use a paid Vacation day to be off on the closure day.

HEALTH COVERAGE

Futures Explored provides a comprehensive medical insurance plan for eligible employees and their dependents as described in the Health Benefits section of this Handbook.

RETirement SAVINGS

Futures’ employer-sponsored retirement savings plan is a 403(b) Thrift Plan as described in the Retirement Savings section of this Handbook.
III. FULL-TIME NON-EXEMPT EMPLOYEES
(32-40 Scheduled Hours per Week)

VACATION LEAVE

Full-time I Non-Exempt Employees (36-40 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/96 hours</td>
<td>1 day/8 hours</td>
<td>4.00 hours per payroll</td>
<td>144 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/144 hours</td>
<td>1.5 days/12 hours</td>
<td>6.00 hours per payroll</td>
<td>216 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/192 hours</td>
<td>2 days/16 hours</td>
<td>8.00 hours per payroll</td>
<td>288 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

Full-time II Non-Exempt Employees (32-35.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/85.92 hours</td>
<td>1 day/7.16 hours</td>
<td>3.58 hours per payroll</td>
<td>128.88 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/128.64 hours</td>
<td>1.5 days/10.72 hours</td>
<td>5.36 hours per payroll</td>
<td>192.96 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/171.60 hours</td>
<td>2 days/14.30 hours</td>
<td>7.15 hours per payroll</td>
<td>257.40 hours</td>
</tr>
</tbody>
</table>

SICK LEAVE

Full-time I Non-Exempt Employees (36-40 Scheduled Hours per Week) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/48 hours</td>
<td>.5 day/4 hours</td>
<td>2.00 hours per payroll</td>
<td>480 hours</td>
</tr>
</tbody>
</table>

Six unpaid sick days may be taken in the calendar year. Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

Full-time II Non-Exempt Employees (32-35.75 Scheduled Hours per Week) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>6 days/43 hours</td>
<td>.5 day/3.58 hours</td>
<td>1.79 hours per payroll</td>
<td>430 hours</td>
</tr>
</tbody>
</table>

HOLIDAYS

Full-time Non-Exempt Employees are paid (6 Hours) for three Futures Explored Holidays per year: Memorial Day, Labor Day, and Thanksgiving Day. All other Futures Explored Holidays, State Closure days, and Futures Explored Holiday Closure days are unpaid. Employees are allowed to use accrued paid Vacation leave for holiday pay, if desired. Please refer to the Holidays section of this Handbook.

HEALTH COVERAGE

Futures Explored provides a comprehensive medical insurance plan for eligible employees and their dependents as described in the Health Benefits section of this Handbook.

RETIREMENT SAVINGS

Futures’ employer-sponsored retirement savings plan is a 403(b) Thrift Plan as described in the Retirement Savings section of this Handbook.
IV. PART-TIME NON-EXEMPT EMPLOYEES
(20-31.75 Scheduled Hours per Week)

VACATION LEAVE

Part-time I Non-Exempt Employees (26-31.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/76.32 hours</td>
<td>1 day per month</td>
<td>3.18 hours per payroll</td>
<td>114.48 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/114.24 hours</td>
<td>1.5 days per month</td>
<td>4.76 hours per payroll</td>
<td>171.36 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/152.40 hours</td>
<td>2 days per month</td>
<td>6.35 hours per payroll</td>
<td>228.60 hours</td>
</tr>
</tbody>
</table>

There is no unpaid vacation leave for this employment category.

Part-time II Non-Exempt Employees (20-25.75 Scheduled Hours per Week) are entitled to accrue paid vacation leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 047</td>
<td>12 days/61.92 hours</td>
<td>1 day per month</td>
<td>2.58 hours per payroll</td>
<td>92.88 hours</td>
</tr>
<tr>
<td>048 - 119</td>
<td>18 days/92.64 hours</td>
<td>1.5 days per month</td>
<td>3.86 hours per payroll</td>
<td>138.96 hours</td>
</tr>
<tr>
<td>120 - 999</td>
<td>24 days/123.60 hours</td>
<td>2 days per month</td>
<td>5.15 hours per payroll</td>
<td>185.40 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed 48 hours. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

Six unpaid sick days may be taken in the calendar year. Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

HOLIDAYS

Part-time Non-Exempt Employees are paid (4 Hours) for three Futures Explored Holidays per year: Memorial Day, Labor Day, and Thanksgiving Day. All other Futures Explored Holidays, State Closure days, and Futures Explored Holiday Closure days are unpaid. Employees are allowed to use accrued paid Vacation leave for holiday pay, if desired. Please refer to the Holidays section of this Handbook.

HEALTH COVERAGE

Futures Explored provides a comprehensive medical insurance plan for eligible employees and their dependents as described in the Health Benefits section of this Handbook.

RETIREMENT SAVINGS

Futures’ employer-sponsored retirement savings plan is a 403(b) Thrift Plan as described in the Retirement Savings section of this Handbook.
V. LESS THAN PART-TIME NON-EXEMPT EMPLOYEES  
(Less Than 20 Scheduled Hours per Week)

VACATION LEAVE

Futures does not offer paid vacation leave to Less than Part-time employees. There is unpaid vacation leave for this employment category. Unpaid vacation leave may be taken for vacation or personal reasons depending on agency needs and staff coverage availability at the time.

SICK LEAVE

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>ANNUAL MAXIMUM</th>
<th>ACCRUAL RATE PER MONTH</th>
<th>ACCRUAL RATE IN HOURS</th>
<th>MAXIMUM HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 999</td>
<td>3 days/24 hours</td>
<td>N/A</td>
<td>1 hour for every 30 hours worked</td>
<td>48 hours</td>
</tr>
</tbody>
</table>

Paid sick leave accrual may not exceed 48 hours. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

HEALTH COVERAGE

These employees are ineligible for employer-sponsored health benefits.

RETIREMENT SAVINGS

These employees are ineligible for employer-sponsored retirement savings.
VI. TEMPORARY/ON-CALL NON-EXEMPT EMPLOYEES

(Hold Jobs of Limited Duration; e.g. Temporary Positions, Special Projects, Heavy Workloads or Emergencies)

VACATION LEAVE

Futures does not offer paid vacation leave to Temporary employees.

SICK LEAVE

Temporary Employees (Hold jobs of limited duration) are entitled to accrue paid sick leave at the rate of:

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
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<th>ACCRUAL RATE PER MONTH</th>
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Paid sick leave accrual may not exceed **48 hours**. Once this maximum is reached, all further accruals of sick leave cease. Any unused portion in a calendar year will be credited in the following calendar year.

**Six unpaid sick days may be taken in the calendar year.** Employees are required to take accrued and unused paid sick leave before taking unpaid sick leave. If additional sick leave is still needed, some form of unpaid leave may be arranged.

HEALTH COVERAGE

These employees are ineligible for employer-sponsored health benefits.

RETIREMENT SAVINGS

These employees are ineligible for employer-sponsored retirement savings.
PREGNANCY DISABILITY LEAVE (PDL)

PDL (Pregnancy Disability Leave): A pregnancy disability is a physical or mental condition related to pregnancy or childbirth that prevents you from performing essential duties of your job, or if your job would cause undue risk to you or your pregnancy's successful completion. Your health care provider should determine whether or not you have a pregnancy disability. An employee who is disabled on account of pregnancy may take an unpaid pregnancy disability leave.

Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months per pregnancy. The four months of leave includes any period of time for actual disability caused by the employee’s pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness, prenatal or postnatal care, doctor-ordered bed rest, gestational diabetes, pregnancy-induced hypertension, preeclampsia, post-partum depression, lactation conditions such as mastitis, loss or end of pregnancy, recovery from loss or end of pregnancy, as well as other reasons. This leave may be taken intermittently. The total period of all absences related to pregnancy and delivery will be considered part of the same leave and may not exceed four months.

The usual period of disability recognized by the SDI program for pregnancy begins four weeks before birth, and extends to six weeks after birth. In general, it is standard practice for a doctor to put a woman who has given birth on disability leave for 6 weeks of recovery (8 weeks for a C-section). This leave is not for bonding with your baby. It is for the time during which your medical provider certifies that you are unable to work because of your pregnancy or delivery.

Upon the request of an employee and recommendation of the employee’s physician, the employee’s work assignment may be changed if necessary to protect the health and safety of the employee and her child.

ELIGIBILITY: Because Futures Explored employs five or more employees, if you have a pregnancy disability, you are eligible for PDL. There is no minimum requirement for number of hours or years worked to be eligible. Your health care provider should recommend PDL in order to apply for it.

LEAVE/REQUEST PROCEDURES:

1. Notify the Administrative Director in writing (by email), including your due date, when the leave is expected to begin, and how long it will likely last. The Administrative Director will email you instructions and necessary paperwork.
2. Notify your Director/Coordinator.
3. Have the doctor complete the Certification of Health Care Provider form. If you have Kaiser, obtain the Certification of Health Care Provider form from their Release of Medical Information office. See requirements below.
4. Turn in the Certification of Health Care Provider form to the Administrative Director.
5. Once approved, the Administrative Director will assign/approve the leave in ADP.
6. On or before your last day of work, turn in your assigned company property to your supervisor.
7. Once your child is born/adopted/placed, notify the Administrative Director of the birth/adoption/placement date.

If the leave is based on the expected birth, placement for adoption or foster care, the employee must notify Futures at least 30 days before the leave is to begin. If the employee cannot provide 30 days’ notice, Futures must be informed as soon as is practical.

*IMPORTANT* CERTIFICATION: Pregnancy disability leave usually begins when ordered by the employee’s physician. The employee must provide Futures Explored with a written certification from a health care provider for the need of PDL, reasonable accommodation, or transfer. The certification must be returned no later than 15 calendar days after it is requested by Futures Explored. Failure to do so may, in some circumstances, delay PDL leave, reasonable accommodation, or transfer.

The employee must provide the Certification of Health Care Provider form from the health care provider stating:

a) The date on which the employee became disabled due to pregnancy;

b) The probable duration of the period or periods of disability; and

c) A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

If the employee does not provide certification in a timely manner to substantiate the need for leave, Futures may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be authorized.
LEAVE FOR PREGNANCY, CHILDBIRTH, OR RELATED CONDITIONS: Time off because of pregnancy disability, childbirth, or related medical condition counts as family/medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for family/medical leave will also be placed on family/medical leave (FMLA) that runs at the same time as their pregnancy disability leave (PDL). Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (CFRA). Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, she may apply for leave under the California Family Rights Act (CFRA) for purposes of baby bonding.

CALCULATING THE 12-MONTH PERIOD: For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Futures Explored uses a calendar year.

INTERMITTENT LEAVE: Employees may take pregnancy disability leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule), as needed. Leave may be taken in increments of half days or whole days.

MODIFICATION/TRANSFER: Futures Explored will reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy. If leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

HEALTH AND BENEFIT PLANS: An employee taking an unpaid pregnancy disability leave will be allowed to continue participating in any health and welfare benefit plans in which s/he was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave (for a maximum of 12 work weeks).

Futures will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. The employee’s contribution payment is due when it would be made by payroll deduction.

Benefits will be provided until the last day of the month following 12 weeks of leave. After that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. If you fail to make your contribution payment at the proper time, Futures will discontinue benefits and you will have the option to convert to COBRA. When you return from leave, benefits will again be provided by Futures beginning on the first of the month after your return to work date.

After 12 weeks of leave, any portion of benefits paid by Futures will no longer be paid. The employee may continue benefits at his/her own expense but must adhere to payment due dates or coverage will lapse.

Employees will not continue to accrue paid vacation and paid sick leave during the approved unpaid leave period.

Employees will not receive Holiday, Birthday, and other paid leave benefits during unpaid leave.

Futures will not continue employer-sponsored Cafeteria Plan or Retirement contributions during unpaid leave.

In some instances, Futures may recover from an employee premium paid to maintain health coverage if the employee fails to return to work following pregnancy disability leave.

SUBSTITUTION OF PAID LEAVE: Generally, pregnancy disability leave is unpaid. Employees may choose to use accrued paid leave while taking an unpaid leave of absence. In order to use paid time off for PDL, employees must comply with the company’s normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Administrative Director.

RETURN TO WORK: Futures Explored requires a medical release to return to work or certification from the employee's health care provider that the employee is able to resume work, and what, if any, restrictions might affect their work. Failure to provide a release to return to work certificate from the employee’s health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

REINSTATEMENT: Under most circumstances, upon return from pregnancy disability leave, an employee will be reinstated to her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on pregnancy disability leave would have been laid off had she not gone on leave, or if the employee’s job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee’s use of pregnancy disability leave will not result in the loss of any employment benefit that the employee earned before using pregnancy disability leave.
ON YOUR FIRST DAY BACK:

1. Turn in the Work Status stating that you are fit to return to your job, and what, if any, restrictions might affect your work. Failure to provide certification by the health care provider of the employee’s fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

2. If you have restrictions, meet with your Director/Coordinator to fill out the Modified Work form. Attach the work status.

3. Settle your Ongoing Health Benefits Bill with the Administrative Director for missed employee health benefit contributions not paid during your leave.

4. Send the Administrative Director a baby photo, if you can. ♥

5. Pick up your company property from your supervisor.

END OF LEAVE PERIOD: If you are unable to return to work when your approved leave period ends, Futures will place you on Inactive status and discontinue making premium contributions for your health benefits. You may continue your group health insurance coverage through Futures Explored in conjunction with federal COBRA guidelines by making monthly payments to Futures Explored’s COBRA administrator for the amount of the relevant premium.

COORDINATION OF PDL WITH FAMILY/MEDICAL LEAVE

If you take pregnancy disability leave and are eligible under the federal or state family and medical leave laws, Futures Explored will maintain group health insurance coverage for up to a maximum of 12 work weeks (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not family and medical leave under California Law. If you are ineligible under the federal and state family and medical leave laws, while on pregnancy disability you will receive continued paid coverage on the same basis as other medical leave that Futures may provide and for which you are eligible. In some instances, Futures may recover premiums it paid to maintain health coverage for you if you fail to return to work following pregnancy disability leave.

If you are on pregnancy disability leave and are not eligible for continued paid coverage, or if paid coverage ceases after 12 work weeks, you may continue your group health insurance coverage through Futures Explored in conjunction with federal COBRA guidelines by making monthly payments to Futures Explored’s COBRA administrator for the amount of the relevant premium. Contact the Administrative Director for further information.

FAMILY/MEDICAL LEAVE (FMLA) / CALIFORNIA FAMILY RIGHTS ACT (CFRA)

FMLA (Family & Medical Leave Act): FMLA is a federal leave law that allows an eligible employee to take up to 12 workweeks of unpaid, job-protected leave from his or her job in a 12-month period for specified family and medical reasons, with continuation of group health insurance coverage under the same terms as if the employee had not taken leave.

CFRA (California Family Rights Act): Similar to FMLA, CFRA allows eligible employees up to 12 weeks of leave in a 12-month period for the birth of a child, the adoption of a child, or the placement of a child in foster care. It also allows leave to care for a seriously ill family member or for the employee’s own health condition, other than pregnancy-related disability.

Both the FMLA and the CFRA include same-gender spouses in the definition of a family member; however, only CFRA allows for leave for a registered domestic partner.

Under the FMLA, a disabling condition related to pregnancy is considered a serious medical condition. If a woman is having a difficult pregnancy and needs time off prior to the birth of the child, that time will count toward her 12-week leave entitlement under the FMLA. However, pregnancy is not covered or considered a serious health condition under the CFRA, and an employee in California has no protection under this law for pregnancy-related disability. This leave can be used by an employee only following the birth of a child for bonding.

In circumstances where a leave qualifies for both FMLA and CFRA leave, the leaves will run concurrently.

At the conclusion of the pregnancy disability leave (PDL) period, or at the end of four months of pregnancy disability leave, whichever occurs first, the employee may take a new-child bonding leave under CFRA for up to 12 workweeks (provided she did not use CFRA leave in the preceding 12-month period). CFRA will be counted separately from PDL. CFRA will also be counted separately from FMLA taken for pregnancy disability, childbirth, or related medical conditions. CFRA leave and FMLA leave run concurrently during bonding leave.
ELIGIBILITY: State and federal family and medical leave laws provide up to 12 work weeks of unpaid family/medical leave within a 12-month period, under the following conditions: 1) the employee has been employed with Futures Explored for a total of at least 12 months prior to the commencement of leave; 2) the employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and 3) the employee is employed at a work site where there are 50 or more employees within a 75-mile radius.

If an employee has less than one year of service with the employer at the time of the leave, the employee is not eligible for FMLA/CFRA leave nor entitled to its protection and benefits. During this period of non-eligibility, any employment actions taken by the employer in granting leave, maintaining health care benefits, and providing job protection are determined by the employer’s plan rather than the provisions of FMLA/CFRA.

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

- Incapacity due to pregnancy, prenatal medical care, or child birth (PDL/FMLA);
- The birth of the employee’s child (PDL/FMLA/CFRA);
- To bond with the with the newborn child within one year of birth (FMLA/CFRA);
- Placement of a child with the employee for adoption or foster care (FMLA).
- To bond with the with the newly placed child within one year of birth placement (FMLA);
- For a serious health condition that makes the employee unable to perform the functions of his or her job (FMLA/CFRA);
- To care for the employee’s spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee’s Registered Domestic Partner (CFRA);
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member (Military Caregiver Leave).

For additional information about eligibility for family/medical leave, contact the Administrative Director.

LEAVE/REQUEST PROCEDURES:

1. Notify the Administrative Director in writing (by email), including dates and the relationship of the family member (spouse, registered domestic partner, child, or parent (if applicable). The Administrative Director will email you instructions and necessary paperwork.
2. Notify your Director/Coordinator.
3. **Have the doctor complete the Certification of Health Care Provider form.** If the patient has Kaiser, obtain the Certification of Health Care Provider form from their Release of Medical Information office. See requirements below.
4. Turn in the Certification of Health Care Provider form to the Administrative Director.
5. Once approved, the Administrative Director will assign/approve the leave in ADP.
6. On or before your last day of work, turn in your assigned company property to your supervisor.
7. Once your child is born/adopted/placed, notify the Administrative Director of the birth/adoption/placement date (if applicable).

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify Futures at least 30 days before the leave is to begin. If the employee cannot provide 30 days’ notice, Futures must be informed as soon as is practical.

*IMPORTANT* CERTIFICATION: Futures Explored requires the employee to provide certification to substantiate the need for leave. You have 15 calendar days from Futures Explored’s request for certification to provide it to the Administrative Director, unless it is not practicable to do so. The employee is responsible for paying for the cost of the medical certification and for making sure the certification is provided to the employer.

Futures Explored requires the employee to provide documentation to support a request for bonding with a new biological, adopted, or foster child indicating the child’s name, date of birth, gender, and name of parents. Birth: Have the doctor provide certification. Adoption/Foster Care: Have the agency provide documentation of the placement.

If you do not provide the requested certification within the time required or fail to provide a complete and sufficient certification despite the opportunity to cure any deficiencies, Futures may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave will not be authorized.

Futures may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification.

LEAVE FOR EMPLOYEE’S OWN HEALTH CONDITION: An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.
If an employee cites his/her own serious health condition as a reason for leave, the employee must provide the Certification of Health Care Provider form from the health care provider stating:

a) Date of commencement of the serious health condition;

b) Probable duration of the condition; and

c) Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

LEAVE TO CARE FOR A FAMILY MEMBER: An employee must be needed to provide care for his or her spouse, son, daughter, or parent because of the family member’s serious health condition in order for the employee to take FMLA leave. An employee may be needed to provide care to the family member when the family member is unable to care for his or her own medical, safety, or other needs because of the serious health condition, or needs help in being transported to the doctor; to provide psychological comfort and reassurance to the family member with a serious health condition who is receiving inpatient or home care; and/or to fill in for others who normally care for the family member or to make arrangements for changes in care (e.g. transfer to a nursing home). The employee need not be the only individual or family member available to care for the qualifying family member.

If the leave is needed to care for a sick child, spouse, registered domestic partner, or parent, the employee must provide the Certification of Health Care Provider form from the health care provider stating:

a) Date of commencement of the serious health condition;

b) Probable duration of the condition;

c) Estimated amount of time for care; and

d) Confirmation that the serious health condition warrants the participation of the employee.

LEAVE FOR PREGNANCY, CHILDBIRTH, AND/OR RELATED CONDITIONS: Time off because of pregnancy disability, childbirth, or related medical condition counts as family/medical leave under federal law (FMLA). Employees who take time off for pregnancy disability and who are eligible for family/medical leave will also be placed on family/medical leave (FMLA) that runs at the same time as their pregnancy disability leave (PDL). Leave because of the employee’s disability for pregnancy, childbirth, or related medical condition is not counted as time used under California law (CFRA), but it is protected under FMLA as a serious health condition.

Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth, she may apply for leave under the California Family Rights Act (CFRA) for purposes of baby bonding.

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

CALCULATING THE 12-MONTH PERIOD: For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Futures Explored uses a calendar year. Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family/medical leave in the designated 12-month period. For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

CARRYOVER: Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

INTERMITTENT LEAVE: Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour. Leave may be taken in increments of half days or whole days.

HEALTH AND BENEFIT PLANS: An employee taking an unpaid family/medical leave will be allowed to continue participating in any health and welfare benefit plans in which s/he was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave (for a maximum of 12 work weeks, or 26 workweeks if the leave is to care for a covered service member).
Futures will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. The employee’s contribution payment is due when it would be made by payroll deduction.

Benefits will be provided until the last day of the month following 12 weeks of leave. After that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. If you fail to make your contribution payment at the proper time, Futures will discontinue benefits and you will have the option to convert to COBRA. When you return from leave, benefits will again be provided by Futures beginning on the first of the month after your return to work date.

After 12 weeks of leave, any portion of benefits paid by Futures will no longer be paid. The employee may continue benefits at his/her own expense but must adhere to payment due dates or coverage will lapse.

Employees will not continue to accrue paid vacation and paid sick leave during the approved unpaid leave period.

Employees will not receive Holiday, Birthday, and other paid leave benefits during unpaid leave.

Futures will not continue employer-sponsored Cafeteria Plan or Retirement contributions during unpaid leave.

In some instances, Futures may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

SUBSTITUTION OF PAID LEAVE: Generally, FMLA/CFRA leave is unpaid. Employees may choose to use accrued paid leave while taking an unpaid leave of absence. In order to use paid time off for FMLA/CFRA leave, employees must comply with the company’s normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact the Administrative Director.

RETURN TO WORK: If an employee is absent because of his/her own serious health condition, Futures requires a medical release to return to work or certification from the employee’s health care provider that the employee is able to resume work, and what, if any, restrictions might affect their work. Failure to provide a release to return to work certificate from the employee’s health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

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

ON YOUR FIRST DAY BACK:

1. Turn in the Work Status stating that you are fit to return to your job, and what, if any, restrictions might affect your work. Failure to provide certification by the health care provider of the employee’s fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.
2. If you have restrictions, meet with your Director/Coordinator to fill out the Modified Work form. Attach the work status.
3. Email the Administrative Director to confirm your return to work, and attach return to work paperwork.
4. Settle your Ongoing Health Benefits Bill with the Administrative Director for missed employee health benefit contributions not paid during your leave.
5. Pick up your company property from your supervisor.

END OF LEAVE PERIOD: If you are unable to return to work when your approved leave period ends, Futures will place you on Inactive status and discontinue making premium contributions for your health benefits. You may continue your group health insurance coverage through Futures Explored in conjunction with federal COBRA guidelines by making monthly payments to Futures Explored’s COBRA administrator for the amount of the relevant premium.

LEAVE RELATED TO MILITARY SERVICE: A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member’s health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service.

MILITARY FAMILY LEAVE ENTITLEMENTS: Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

**PAID FAMILY LEAVE (PFL)**

Paid Family Leave (PFL) - State Of California- Employment Development Dept: Paid Family Leave (PFL) is completely separate from Family/Medical Leave (FMLA), California Family Rights Act (CFRA), and/or Unpaid Personal Leave. The Paid Family Leave program, which is administered by the State of California, provides up to 6 weeks of paid benefits to an eligible employee who suffers a wage loss when taking time off work to bond with a newborn or a child under 18 who has been placed in your home by adoption or foster care. You may take this time all at once or in two week increments. The 12-month period begins on the first day of Paid Family Leave.

An employee of Futures Explored is required to take leave under FMLA/CFRA (or unpaid Personal Leave) at the same time he or she is receiving PFL benefits.

Paid Family Leave is a component of the CA State Disability Insurance (SDI) program. The following workers are eligible for bonding claims: new mothers after their pregnancy-related DI claim ends, new mothers (who did not previously have a pregnancy-related DI claim), fathers when their baby enters the household, and new parents of foster care or adopted children.

Paid Family Leave benefits are paid by the Employment Development Department, not Futures Explored, and are payable for a maximum of 6 weeks during a 12-month period. For claims beginning on or after January 1, 2017, weekly benefits range from $50 to a maximum of $1,173. Your weekly benefit amount is approximately 55 percent of your earnings up to a maximum weekly benefit amount and will be determined by EDD.

To receive benefits, you must: 1) File a claim for PFL benefits using SDI Online or a paper claim form; 2) Serve a seven-day, non-payable waiting period unless you are a new mother transitioning from a pregnancy-related disability; 3) Have at least $300 in wages that are subject to SDI contributions during the 12-month base period of your claim; 4) Provide proof of relationship for bonding claims; and 5) Have the care recipient’s physician/practitioner certify the disability by completing the “Physician/Practitioner Certification” for care claims.

If you are eligible for Paid Family Leave from the State of California, Futures Explored will send you the EDD Required Notice-Employee DE2511 pamphlet to read. Visit the following EDD link: [http://www.edd.ca.gov/disability/paid_family_leave.htm](http://www.edd.ca.gov/disability/paid_family_leave.htm). If you are currently receiving DI pregnancy-related benefits, it is not necessary to request a PFL claim form. Claim filing information will be sent through your SDI Online account or via mail when your pregnancy-related disability claim ends.
DOMESTIC VIOLENCE / SEXUAL ASSAULT / STALKING LEAVE & ACCOMMODATION

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California’s Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety or welfare, or that of your child. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the Administrative Director.

Employees who are victims of domestic violence, sexual assault, or stalking and need a reasonable accommodation for their safety at work should contact the Administrative Director and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, Futures will also require certification demonstrating that you are the victim of domestic violence, sexual assault, or stalking. Any of the forms of certification described above for leave purposes will suffice. Futures may request recertification every six months from the date of the previous certification. You should notify the Administrative Director if an approved accommodation is no longer needed.

Futures Explored will engage in an interactive process with the employee to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result.

Futures Explored will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

DOMESTIC VIOLENCE / SEXUAL ASSAULT / STALKING LEAVE FOR TREATMENT

Employees who are victims of domestic violence, sexual assault, or stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time under California’s Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact the Administrative Director.

Futures Explored will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

VICTIMS OF CRIME LEAVE

An employee who is themselves a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances: The crime must be a violent or serious felony, as defined by law; and You must be the victim of a crime, or you must be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. An immediate family member is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather. A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be in order to attend judicial proceedings related to a crime listed above. Before you are absent for such a reason, you must provide documentation of the scheduled proceeding. Such notice is typically given to the victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings will be unpaid, unless you choose to take paid time off, such as accrued vacation leave.
PERSONAL LEAVE

A personal leave of absence without pay may be granted at the discretion of Futures. Requests for unpaid personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Unpaid personal leave is not meant to be used for vacation time off. Leave must be requested with as much advance notice as possible. No unpaid personal leave of absence without pay may be taken without the knowledge of the Executive Director.

Any leave that qualifies as leave under the state and/or federal Family & Medical Leave Acts will be counted as family/medical leave and charged to the employee’s entitlement of 12 work weeks of family/medical leave in a 12-month period.

If the leave time passes and the employee has not contacted the Director/Coordinator or the Administrative Director in writing, it will be assumed that the employee does not plan to return and that the employee has terminated employment.

LEAVE/REQUEST PROCEDURES:

1. Consult with your Director/Coordinator regarding the scheduling of any planned leave of absence in order to minimize disruption to the operations of the company. Your request for an unpaid personal leave of absence must be pre-approved by your Director/Coordinator. Approval depends on agency needs and staff coverage availability at the time.

2. Notify the Administrative Director in writing (by email), including dates and reason, as soon as your request for an unpaid personal leave of absence is approved by your Director/Coordinator.

3. The Administrative Director will inform you by email that your request has been approved, and will assign/approve the Personal Leave in ADP.

4. On or before your last day of work, turn in your assigned company property to your supervisor.

5. Before the return to work date, contact your Director/Coordinator to determine the conditions of your reinstatement.

RETURN TO WORK PROCEDURES - ON YOUR FIRST DAY BACK:

1. Email the Administrative Director to confirm your return to work.

2. Settle your Ongoing Health Benefits Bill with the Administrative Director for missed employee contributions not paid during your leave.

3. Pick up your company property from your supervisor.

TIME ACCRUAL: Employees on personal leave will not continue to accrue other company-provided paid leave benefits (such as paid vacation and paid sick leave) during an unpaid personal leave of absence.

HEALTH AND BENEFIT PLANS: An employee taking an unpaid personal leave will be allowed to continue participating in any health and welfare benefit plans in which s/he was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave (for up to a maximum of 8 work weeks).

Futures will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. The employee’s contribution payment is due when it would be made by payroll deduction.

Benefits will be provided until the last day of the month following 8 weeks of leave. After that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. If you fail to make your contribution payment at the proper time, Futures will discontinue benefits and you will have the option to convert to COBRA. When you return from leave, benefits will again be provided by Futures beginning on the first of the month after your return to work date. After 8 weeks of leave, any portion of benefits paid by Futures will no longer be paid. The employee may continue benefits at his/her own expense but must adhere to payment due dates or coverage will lapse.

Futures will not continue employer-sponsored Cafeteria Plan or Retirement contributions during unpaid personal leave.

In some instances, Futures may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following unpaid personal leave.

REINSTATEMENT: When returning from a personal leave that extends beyond two months, the employee’s return to work may depend on a job opening existing at the time of the scheduled return. There are no guarantees of reinstatement and an employee’s return will depend on his/her qualifications for existing openings.

END OF LEAVE PERIOD: If you are unable to return to work when your leave period (8 work weeks) ends, Futures will place you on Inactive status and discontinue making premium contributions for your health benefits. You may continue your group health insurance coverage through Futures Explored in conjunction with federal COBRA guidelines by making monthly payments to Futures Explored’s COBRA administrator for the amount of the relevant premium.
MILITARY LEAVE

Employees who wish to serve in the military and take military leave should contact the Administrative Director for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided s/he returns or applies for reinstatement with the time allowed by law.

MILITARY SPOUSE LEAVE

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Executive Director within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

CIVIL AIR PATROL LEAVE

Employees with more than 90 days of service are permitted to take time off to perform emergency duty as a volunteer in the California Civil Air Patrol. If you are a Civil Air Patrol volunteer, please alert your Director/Coordinator that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your Director/Coordinator before doing so, giving as much advance notice as possible.

Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Executive Director.

ORGAN AND BONE MARROW DONOR LEAVE

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

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee’s leave begins.
- During the leave for organ/bone marrow donors, Futures Explored will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

RELIGIOUS LEAVE

Futures will give unpaid leave for observed and recognized religious holidays.
PURPOSE OF GUIDELINE: It is the intent of Futures Explored to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Employees who are under the influence of a drug or alcohol on the job compromise Futures Explored’s interests, and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work-related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, and inferior quality in service to our participants.

To further its interest in avoiding accidents, to promote and maintain safe and efficient working conditions for its employees, to protect its participants and to protect its business, property, equipment, and operations, Futures Explored has established this guideline concerning the use of alcohol and drugs. As a condition of continued employment with Futures Explored, each employee must abide by this guideline.

DEFINITIONS: For purposes of this guideline:

1. “Illegal drugs or other controlled substances” means any drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.

2. “Legal drug” means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.

3. “Abuse of any legal drug” means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.

4. “Reasonable suspicion” includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances. Please see the Drug & Alcohol Testing Policy for further details.

5. “Possession” means that an employee has the substance on his or her person or otherwise under his or her control.

PROHIBITED CONDUCT:

A. Scope: The prohibitions of this section apply whenever the interests of Futures Explored may be adversely affected, including any time an employee is:

1. On Futures Explored premises;
2. Conducting or performing Futures Explored business, regardless of location;
3. Operating or responsible for the operation, custody, or care of Futures’ equipment or other property; or
4. Responsible for the safety of others in connection with, or while performing, Futures-related business.

B. Alcohol: The following acts are prohibited and will subject an employee to discharge:

1. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
2. Being under the influence of alcohol.

C. Illegal Drugs: The following acts are prohibited and will subject an employee to discharge:

1. The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
2. Being under the influence of any illegal drug or other controlled substance.

D. Legal Drugs: The following acts are prohibited and will subject an employee to discharge:

1. The abuse of any legal drug;
2. The purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or
3. Working while impaired by the use of a legal drug whenever such impairment might:
   a. Endanger the safety of the employee or some other person;
   b. Pose a risk of significant damage to Futures’ property or equipment; or
   c. Substantially interfere with the employee’s job performance or the efficient operation of Futures’ business or equipment.

DISCIPLINARY ACTION:

A. Discharge for Violation of Guideline: A first violation of this guideline will result in immediate discharge, whenever the prohibited conduct:

1. Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;
2. Resulted in significant damage to Futures’ property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
3. Involved the sale or manufacture of illegal drugs or other controlled substances;
4. Involved the possession, distribution, or dispensation of illegal drugs or other controlled substance;
5. Involved an employee who was a casual, seasonal, or temporary employee; or
6. Involved the failure of an employee to report a criminal conviction, as required by Sections IV C and V C, below.

B. Discretion Not to Discharge: In circumstances other than those described in Paragraph A, above, Futures Explored, in the discretion of management, may choose not to discharge an employee for a first violation of this guideline if the employee satisfactorily participates in and completes an approved drug or alcohol abuse 'assistance' or rehabilitation program.

C. Effect of Criminal Conviction: An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any company-related activity or event will be deemed to have violated this guideline.

D. Written Warning: An employee who is not discharged for a first violation of this guideline will receive a final written warning and immediate suspension without pay for a period of up to 10 calendar days.

E. Effect of Second Violation: A second violation of this guideline at any time will result in immediate discharge.

F. Effect of Discharge on Eligibility for Rehire: Employees who are discharged for a violation of this guideline will not be eligible for rehire by Futures Explored.

DRUG-FREE AWARENESS PROGRAM:

A. Employee Awareness: Futures Explored has established a Drug-Free Awareness Program that is designed to inform employees about the dangers of drug abuse in the workplace and to help ensure that employees are familiar with this guideline and with the disciplinary actions that can result from a violation of this guideline. From time to time, employees may be requested to attend one of the sessions of the Drug-Free Awareness Program.

B. Management Awareness: Directors/Coordinators and supervisors should be attentive to the performance and conduct of those who work with them and should not permit an employee to work in an impaired condition or to otherwise engage in conduct that violates this guideline. When management has reasonable suspicion to believe that an employee or employees are working in violation of this guideline, prompt action will be taken. If the employee occupies a designated safety-sensitive position, such action may include drug and/or alcohol testing in accordance with the procedures outlined in this Drug & Alcohol Testing Policy.

C. Criminal Convictions: Employees must notify Futures Explored of any conviction under a criminal drug statute for a violation occurring in the workplace or during any company-related activity or event. Employees must notify Futures Explored within five days after any such conviction. When required by federal law, Futures Explored will notify any federal agency with which it has a contract of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

USE OF LEGAL DRUGS: Futures Explored recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else including participants, pose a risk of significant damage to company property, or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, he or she may not report to work. To accommodate the absence, the employee may use accrued leave or vacation time. The employee may also contact the Administrative Director to determine whether or not he or she qualifies for an unpaid leave of absence, such as family care or medical leave. Nothing in this guideline is intended to sanction the use of accrued leave or vacation time to accommodate absences due to the abuse of legal drugs. Further, nothing in this guideline is intended to diminish Futures' commitment to employ and reasonably accommodate qualified disabled individuals. Futures Explored will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

UNREGULATED OR AUTHORIZED CONDUCT:

A. Customary Use of Over-the-Counter Drugs: Nothing in this guideline is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs, so long as that activity does not violate any law or result in an employee being impaired by the use of such drugs in violation of this guideline.

B. Off-the-Job Conduct: Unless an employee is in a designated safety-sensitive position, this guideline is not intended to regulate off-the-job conduct, so long as the employee's off-the-job use of alcohol or legal drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this guideline. If an employee is in a designated safety-sensitive position, he or she will be subject to drug testing as described in Drug & Alcohol Testing Policy of this guideline.

C. Authorized Use of Alcohol: Futures Explored may provide alcohol for consumption at certain events, such as social functions. The consumption of alcohol at these events does not violate this guideline.

CONFIDENTIALITY: Disclosures made by employees to the Administrative Director concerning their use of legal drugs will be treated confidentially and will not be revealed to Directors/Coordinators or other supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to the Administrative Director concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially.
COUNSELING/EMPLOYEE ASSISTANCE: Employees who suspect they may have alcohol or drug problems, even in the early stages, are encouraged voluntarily to seek diagnosis and to follow through with the treatment as prescribed by qualified professionals. Futures Explored will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program, provided that this reasonable accommodation does not impose an undue hardship on Futures Explored. Employees who wish to voluntarily enter and participate in an approved alcohol or drug rehabilitation program are encouraged to speak to the Administrative Director, who will determine whether Futures Explored can accommodate the employee by providing leave for the time necessary to complete participation in the program. Futures Explored will make reasonable efforts to safeguard the privacy of the employee as to the fact that he or she has enrolled in an alcohol or drug rehabilitation program. The time off shall be without pay except that an employee may use accrued leave or vacation to which he or she is entitled for the purpose of entering and participating in an alcohol or drug rehabilitation program.

Employees should be aware that participation in a rehabilitation program will not necessarily shield them from disciplinary action for a violation of this guideline, particularly if discipline is imposed for a violation occurring before the employee seeks assistance.

Nothing in this policy shall be construed to prohibit Futures Explored from refusing to hire, or discharging an employee who, because of the employee’s current use of alcohol or drugs, is unable to perform his or her duties or cannot perform the duties in a manner which would not endanger his or her health or safety or the health or safety of others.

DRUG & ALCOHOL TESTING POLICY

Futures Explored has entered into an Agreement for Providing Transportation Services with the Regional Center to provide transportation to and from program for our participants. In the Scope of Work, it states, “Contractor shall comply with Federal requirements for anti-drug and -alcohol testing both prior to employment and during employment for all employees in safety-sensitive positions particularly drivers and aides.”

As a condition of employment, employees are subject to drug or alcohol testing in the following situations:

- Pre-employment
- Reasonable Suspicion/Cause
- Random
- Return-to-duty
- Follow-up
- Post-Accident

Pre-Employment (All Safety-Sensitive Staff): New hires for safety-sensitive functions are required to submit to a drug test. Futures may, but is not required to, conduct alcohol testing. Only after Futures receives a negative drug test result (and negative alcohol test result - if administered) may staff begin performing safety-sensitive functions. This also applies if you are a current employee transferring from a non-safety-sensitive function into a safety-sensitive position (even if it is the same employer).

Reasonable Suspicion/Cause (All Staff): All staff are required to submit to any test (whether drug, alcohol or both) that a Director/Coordinator requests based on reasonable suspicion. Reasonable suspicion means that one or more supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.

Random (All Safety-Sensitive Staff): Safety-sensitive staff are subject to unannounced random drug & alcohol testing. Alcohol testing is administered just prior to, during or just after performing safety-sensitive functions. Depending on the industry specific regulations, staff may only be subject to random drug testing. No Director/Coordinator, supervisor, official or agent may select you for testing just because they want to. Under our contract with the Regional Center, employers must use a truly random selection process. Each employee must have an equal chance to be selected and tested.

Just prior to the testing event, you will be notified of your selection and provided enough time to stop performing your safety-sensitive function and report to the testing location. Failure to show for a test or interfering with the testing process can be considered a refusal.

Post-Accident (All Staff): If you are involved in an event (accident, crash, etc.) meeting certain criteria, a post-accident test will be required. You will then have to take a drug test and an alcohol test. You are required to remain available for this testing and are not permitted to refuse testing. Remember: safety-sensitive employees are obligated by law to submit to and cooperate in drug & alcohol testing mandated by DOT regulations.

Return to Duty (All Staff): If you have violated the prohibited drug & alcohol rules, you are required to take a drug and/or alcohol test before returning to safety-sensitive functions. You are subject to unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety-sensitive service.

Follow-up: The amount of follow-up testing you receive is determined by a Substance Abuse Professional (SAP) and may continue for up to 5 years. This means the SAP will determine how many times you will be tested (at least 6 times in the first year), for how long, and for what substance (i.e. drugs, alcohol, or both). Futures is responsible for ensuring that follow-up testing is conducted and completed, follow-up tests may be collected under direct observation. Follow-up testing is in addition to all other DOT required testing.
PROHIBITED CONDUCT

As an employee:

1. You must not use or possess alcohol or any illicit drug while assigned to perform a safety-sensitive functions or actually performing safety-sensitive functions.

2. You must not report for service, or remain on duty if you:
   a. Are under the influence or impaired by alcohol;
   b. Have a blood alcohol concentration .04 or greater; (with a blood alcohol concentration of .02 to .039, some regulations do not permit you to continue working until your next regularly scheduled duty period);
   c. Have used any illicit drug.

3. You must not use alcohol within four hours of reporting for service or after receiving notice to report.

4. You must not report for duty or remain on duty when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner.

5. You must not refuse to submit to any test for alcohol or controlled substances.

6. You must not refuse to submit to any test by adulterating or substituting your specimen.

Keep these in mind when preparing to report to work.
ADDENDUM 1: TELEWORK

Futures Explored permits some employees to telework. Teleworking, or working from another location such as home or an office close to home, is an assignment that Futures Explored may choose to make available to some employees when a mutually beneficial situation exists. Prior to telework, the Telework Agreement form must be signed by the employee and the Director/Coordinator.

Telework is not permitted without the prior written approval of your Director/Coordinator. When and/or how often an employee may telework is solely up to the Director/Coordinator.

Non-Exempt employees are not allowed to work while on sick leave. Do not telework and/or work from home when you have called in sick. Working while on sick leave violates company policy.

Teleworking is not an employee benefit, but rather an alternative method of meeting the needs of Futures Explored. Employees do not have a “right” to telework. Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits are not affected by the telework arrangement. The arrangement can be terminated by either the employee or Futures Explored at any time.

Employees who work from an alternate work location must:

- Adhere to employer policies and procedures included in the Employee Handbook and the Policies, Procedures, and Information Manual, including Confidentiality, and Electronic Media Use.
- Ensure and protect confidentiality of Futures Explored information, including that of staff, supervisors, participants, and outside contacts, and all other proprietary information.
- Respect the law, including those laws governing defamation, discrimination, harassment, misappropriation of trade secrets, copyright and fair use, or related actions.
- Ensure the protection of agency data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite.
- Ensure that approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- Ensure that flash drives or other portable drives are scanned for viruses before used for uploading or downloading data.
- Ensure that sensitive information in hardcopy form is returned to the office or shredded.
- Ensure that all work is backed up according to Futures procedures.
- Access the Futures Explored network from the remote worksite or other locations ONLY with advance written approval from the Executive Director and IT Director and for approved purposes.
- Ensure that telework activities do not impair or have a detrimental effect on the employee’s work performance, and do not create a conflict of interest.

Products, records, and documents made while teleworking are the property of Futures Explored. Employees must comply with Futures Explored’s policies regarding trade secrets, copyrights, and related actions regardless of the work location or whether work was performed on equipment owned by the Futures Explored or the employee.

Employees must confirm in writing that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The alternate work location is considered an official Futures Explored worksite for purposes of workers’ compensation. Employees must report any injury to their Director/Coordinator immediately. Workers’ compensation does not cover accidents to family members or other third parties at the telework site.

While working from an alternate work location, employees must NOT:

- Meet with participants at the telework site.
- Operate a business or work for another employer during work hours.
- Allow others to use Futures Explored’s equipment or access the organization’s network.
- Have sole responsibility for providing dependent care during work hours, except under special conditions approved by their Director/Coordinator.

The telework agreement is not a guarantee of employment, and can be terminated at any time by either Futures Explored or the employee. A telework arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, participant service, the work unit, or Futures Explored. In such situations the Director/Coordinator will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the Director/Coordinator has a responsibility to terminate the agreement.

Termination of the telework agreement should be made for sound business reasons which the employee is entitled to know. In the event of termination of the agreement, the employee will be notified and provided the reason(s) for the termination in writing. Futures Explored will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement.
ADDENDUM 2: VOLUNTEERS

Futures Explored thanks you for volunteering your invaluable services! Volunteers are defined as those who choose to perform a service of their own free will without compensation. Futures Explored utilizes volunteers provided that such volunteers are supervised, and are not included in the facility staff plan.

REQUIREMENTS: Volunteers who provide any element of care and supervision to participants must be:

1. At least 18 years of age.
2. Cleared by the Department of Justice.
3. In good health.
4. Physically, mentally, and occupationally capable of performing assigned tasks.

CRIMINAL RECORD CLEARANCE: Prior to volunteering or initial presence in the facility, all volunteers subject to a criminal record review must:

1. Obtain a Department of Justice clearance or a criminal record exemption as required by law or Department regulations; OR
2. Request a transfer of a criminal record clearance; OR
3. Request and be approved for a transfer of a criminal record exemption, unless, upon request for the transfer, the Department permits the individual to be employed or be present at the facility.

Futures Explored maintains documentation of criminal record clearances or criminal record exemptions of all volunteers.

HEALTH SCREENING / TB TEST: The good physical health of each volunteer who works in the facility must be verified by:

1. A Health Screening form filled out by a physician before initial presence in the facility.
2. A test for tuberculosis performed not more than one year prior to or seven days after initial presence in the facility.

VOLUNTEER RECORDS: Volunteer records are maintained for all volunteers and contain the following:

1. A health screening as specified above.
2. Tuberculosis test documents as specified above.
3. For volunteers that are required to be fingerprinted:
   a. A signed statement regarding their criminal record history.
   b. Documentation of either a criminal record clearance or exemption.
4. A signed agreement identifying volunteer functions, scope of responsibility, and criteria for use including supervision.
5. Record of orientation and training.
6. Acknowledgment of assessment and performance policies, dismissal policies, and confidentiality policies.

All volunteer records must be retained for at least three years following termination of volunteer activity. All volunteer records must be maintained at the facility site and must be available to Licensing for review.

Volunteer records are the responsibility of the Executive Director and are considered confidential. Volunteer information is available only to the Board President, the Board Personnel Committee Chairman, the Executive Director or his designee, and the Board of Directors or its designee.

Futures Explored restricts disclosure of a volunteer’s file and other confidential volunteer information to authorized individuals within the agency. Any request for information contained in volunteer files must be directed to the Executive Director. Only the Executive Director is authorized to release information about current or former volunteers. Disclosure of volunteer information to outside sources will be limited. However, Futures will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

DISMISSALS: When the welfare of Futures Explored requires, the Executive Director shall have full responsibility and authority to remove any volunteer. All company-owned property including computers, laptops, tablets, cell phones, keys, uniforms, identification badges, parking passes, manuals, equipment, books, and supplies that have been used or controlled by the volunteer must be returned before the final day of service.
Thank you for taking the time to read the Futures Explored Employee Handbook. If you have any questions or comments on the material written in this handbook, please contact the Administrative Director, Dienne Kelly, by phone at (925) 332-7183 or by e-mail at diennekelly@futures-explored.org.

Futures Explored, Inc. is a private non-profit corporation. Our tax exemption status is 501(c)(3). We are a member of the California Disability Services Association (CDSA). We are accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Employees are encouraged to access the Staff Pages on our website and the forms page on ADP WorkforceNow on a regular basis to find agency forms and information, benefits information, internet trainings, position descriptions, staff web mail, supervisor feedback surveys, TYZE online networks, work and benefits calculators, workers’ compensation information and forms, and more.

**www.futures-explored.org → Staff Pages / User ID: festaff / Password: info-2008**

### LOCATIONS / PROGRAMS

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<tr>
<th>ANTIOCH:</th>
<th>BRENTWOOD/ CONCORD:</th>
<th>LAFAYETTE:</th>
<th>LIVERMORE:</th>
<th>SACRAMENTO/DAVIS:</th>
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<tbody>
<tr>
<td>ALIVE East 925-779-1039 808 W. Third Street Antioch, CA 94509</td>
<td>ALIVE Central 925-825-0263 4071 Port Chicago Hwy, Ste 140 Concord, CA 94520</td>
<td>Huckleberry Kitchen 925-324-9620 3547 Wilkinson Lane Lafayette, CA 94549</td>
<td>Film &amp; Media Workshop 925-456-0255 2021 Las Positas Ct. 147 Livermore, CA 94551</td>
<td>Film &amp; Media Workshop 916-568-1424 5013 Roberts Ave, Ste A McClellan, CA 95652</td>
</tr>
<tr>
<td>ALIVE CCTP 925-779-1039 Los Medanos 2700 E. Leland Road Pittsburg, CA 94565</td>
<td>Futures Admin 925-332-7183 2380 Salvio St, Ste 302 Concord, CA 94520</td>
<td>Supported Employment 925-284-3240 3547 Wilkinson Lane Lafayette, CA 94549</td>
<td>GARDEN Tri-Valley 925-454-3349 690 North L Street Livermore, CA 94551</td>
<td>VTE CCTP 916-995-4117 American River College 4700 College Oak Drive Citrus Heights, CA 95616</td>
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