



# EMPLOYEE HANDBOOK



Teach • Lead • Succeed

**Issue Date:** February 20, 2009

**Revised Date:** February 2025

*Image submitted by Ms. Perez-Vega | Tutor at Elmer Wood ES ASP*

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# Welcome to California Teaching Fellows Foundation!

It is my privilege to welcome you to the California Teaching Fellows Foundation. The ultimate purpose of our work together is best expressed by our Mission Statement:

*To inspire next-generation leaders with a passion for teaching and learning while impacting the lives of youth.*

The California Teaching Fellows Foundation (CTFF) is committed to being a great place to work for everyone. We recognize that our Teaching Fellows are our greatest asset. Truly, it is due to the dedication of our Teaching Fellows that we continue to grow and provide quality education based work opportunities in the Central San Joaquin Valley and Sacramento, that positively impact the lives of youth. Our focus is to continue to create inclusive, diverse, and high quality learning and vocational experiences that develop, shape and elevate our Teaching Fellows as leaders and educators for all communities.

The purpose of this Employee Handbook is to explain to all employees their benefits, opportunities, and responsibilities while employed at CTFF. If you have any questions or concerns regarding employment with our organization, we remain available to help at any time.

We wish you success and a fulfilling work experience here at California Teaching Fellows Foundation, and we are counting on you as the next generation of teachers and leaders in our communities

Sincerely,

A handwritten signature in black ink that reads "Mike Snell". The signature is fluid and cursive, with a long horizontal flourish at the end.

*Mike Snell, Ed.D*

Chief Executive Officer

California Teaching Fellows Foundation

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### California Teaching Fellows Foundation Employee Handbook

This Employee Handbook (the “Handbook”) has been prepared to introduce you to our company and acquaint you with the policies, rules, pay, and benefits which apply to your employment here. This employer reserves the right to modify, delete, or add to any policies set forth herein. You will be immediately notified and informed of any changes made to this Handbook. Nothing in this handbook is designed to interfere with, restrain, or prevent employee communications regarding wages, hours, or terms and conditions of employment. Employees have the right to engage in or refrain from such activities.

You are required to read this Handbook carefully and keep it accessible for future reference. One of your first responsibilities is to become familiar with its contents, and to review it with your supervisor or the human resources department if you have any questions. Your signature will be required at the end of this Handbook attesting to your reading, understanding, and agreement to comply with its content.

The expression of “you” and “your” used in this Handbook shall refer to the employee. References to “employer,” “CTFF” and to “Company” are intended to refer to “California Teaching Fellows Foundation, Inc.”.

This Handbook supersedes all previous human resource manuals, employee handbooks, and management memos which may have been issued on subjects covered herein.

#### CTFF’s Foundational Values

##### Mission

***To inspire next-generation leaders with a passion for teaching and learning while impacting the lives of youth.***

##### Core Values

- Passion- We approach our work with passion for our mission.
- Teamwork- We are a member of a high performing team that works together to achieve more.
- Leadership-We are leaders and role models for young people; we teach, lead and succeed together.
- Service-We strive to deliver exceptional service to students, parents, school administrators, and our communities.
- Respect- We respect diverse backgrounds and perspectives of the people around us.
- Trust- We earn trust through honesty, integrity, and reliability.
- Performance- We perform to the best of our ability, and strive for continuous improvement.

## **Program Goals**

The goals of California Teaching Fellows Foundation are:

- To provide an academically and culturally enriched experience beyond the regular university teacher preparation program;
- To provide opportunities and experiences that develops leaders and decision-makers;
- To provide opportunities for understanding education in a greater social context; and
- To nurture a sense of mission, service, and professionalism in Teaching Fellows.

## **Program Vision**

The vision of California Teaching Fellows Foundation is:

- Develop teachers and leaders who contribute to positive changes in the lives of students, their schools, and their communities.
- Produce diverse teaching professionals who implement innovative, effective teaching strategies.
- Fully engage the community in education and supporting future teachers and leaders.

## **Purpose**

The purpose of California Teaching Fellows Foundation is to prepare future educators through a variety of academic and cultural experiences that enhance leadership and professionalism, build greater awareness of the social context of schools, and ensure quality teachers for all students.

## **Program Benefits**

There are many benefits in serving as a Teaching Fellow. Each Teaching Fellow receives:

- Experience in tutoring or teacher assisting in a school setting while attaining a college degree.
- Leadership training through Teaching Fellow Academies; and
- Travel, seminars, and special events to enhance the educational experience.

## **Teaching Fellows Eligibility Criteria and Commitment**

To be eligible as a Teaching Fellow employee, one must:

- Participate in the Teaching Fellow professional development and trainings, which typically meet once a month. Educational units or credit may be earned during some semesters.
- High School Diploma
- 48 or more completed college units or paraprofessional certification

### **Equal Opportunity Employment**

We are an equal opportunity employer and make employment decisions on the basis of merit. We want to have the best available persons in every job. California Teaching Fellows Foundation policy prohibits unlawful discrimination based on race, color, national origin (including language use and possessing a driver's license issued under Vehicle Code § 12801.9), ancestry, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), gender, gender identity, or gender expression, age (40 or older), disability (including physical or mental disability, perceived disability or perceived potential disability and HIV and AIDS), religion (including religious dress and grooming practices), marital status, registered domestic partner status; medical condition (genetic characteristics, cancer or a record or history of cancer), military and veteran status, sexual orientation, genetic characteristics, genetic information (including information from the employee's genetic tests, family members' genetic tests, and the manifestation of a disease or disorder in the employee's family member), reproductive health decision-making; as well as any other classifications protected by applicable federal, state and local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of the aforementioned characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

California Teaching Fellows Foundation is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of California Teaching Fellows Foundation, including supervisors and coworkers. Note that California Teaching Fellows Foundation collects various employment-related data which is to be provided in an EEO-1 report<sup>1</sup> for the United States Equal Employment Opportunity Commission (the "EEOC").

SB 1137 expands protections to prohibit discrimination based on "intersectionality"—any combination of these legally protected characteristics. Employees are encouraged to report any concerns of discrimination or harassment immediately. Retaliation against any individual who reports a concern or participates in an investigation is strictly prohibited. The California Teaching Fellows Foundation is dedicated to fostering an inclusive and equitable workplace.

### *Qualified Individuals with Disabilities*

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, California Teaching Fellows Foundation 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. The Company will not retaliate or discriminate against a person who requests an accommodation of a disability.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should

The EEO-1 Report—formally known as the "Employer Information Report"—is a government form requiring many employers to provide a count of their employees by job category, and then by ethnicity, race, and gender. The EEO-1 report is submitted to both the EEOC and the Department of Labor, Office of Federal Contract Compliance Programs.

specify what accommodation he or she needs to perform the job. When evaluating a request for accommodation, the Company expects the employee to engage in an open, interactive discussion to determine if there is a reasonable accommodation that may be provided to enable the employee to perform the essential functions of the position, including an individualized assessment of the job and the particular limitation necessitating accommodation. This may consist of multiple communications and ongoing efforts to accommodate the disability, identification of suitable alternate, vacant positions the employee is qualified to perform, including consideration of all reasonable forms of accommodation. California Teaching Fellows Foundation will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. California Teaching Fellows Foundation will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, California Teaching Fellows Foundation will make the accommodation. If there is more than one reasonable accommodation that will not impose an undue hardship, California Teaching Fellows Foundation will identify and select the accommodation(s) that will be made for the applicant or employee. In considering possible accommodations, California Teaching Fellows Foundation cannot eliminate essential functions of a position.

#### *Reasonable Accommodation of Individual's Religious Beliefs and Practices*

California Teaching Fellows Foundation recognizes and supports its obligation to reasonably accommodate job applicants and employees with religious beliefs or practices, including dress and grooming practices, and who are able to perform the essential functions of the position, with or without reasonable accommodation. California Teaching Fellows Foundation will provide reasonable accommodation to otherwise qualified job applicants and employees, unless doing so would impose an undue hardship on the Company.

An applicant or employee who believes he or she needs a reasonable accommodation of a religious belief or practice should discuss the need for a possible accommodation with his or her direct supervisor or Human Resources. Unless requested, the Company will not segregate the employee from co-workers, customers or the public as a reasonable accommodation. The Company will not retaliate or discriminate against a person who requests religious accommodation.

#### *Reporting Unlawful Discrimination*

If you believe you have been subjected to any form of unlawful discrimination, submit a written complaint to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the human resource department. California Teaching Fellows Foundation will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If California Teaching Fellows Foundation determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action also will be taken to deter any future discrimination. California Teaching Fellows Foundation will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your coworkers.

No employee will be subject to, and the Company prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

#### *At-Will Statement*

Based on State of California “at-will” employment practices, you have the right to terminate your employment with California Teaching Fellows Foundation at any time, with or without reason or with or without notice. California Teaching Fellows Foundation also has the right to terminate your employment at any time, with or without reason and with or without notice. No person other than the Chief Executive Officer may change this at-will employment relationship and such a change must be made in writing.

Nothing in this Handbook or in any document or statement, oral or written, shall limit the right to terminate employment “at will.” This provision may be changed only by written notice, signed by both the employee and California Teaching Fellows Foundation. Other than the Chief Executive Officer, no program director, manager, or supervisor of California Teaching Fellows Foundation has the authority to enter into any agreement for employment other than at will. The “at-will” provision constitutes the entire agreement on the subject of termination and supersedes any and all prior agreements, expressed or implied, on the subject of termination. Examples of the type of terms and conditions of employment that are within the sole discretion of California Teaching Fellows Foundation include, but are not limited to, the following: promotions, demotions, transfers, hiring decisions, compensation, benefits, qualifications, discipline, layoffs or recalls, rules, hours and schedules, work assignments, job duties and responsibilities, production standards, subcontracting, reduction, cessation or expansion of operations, sale, relocation, merger or consolidation of operations, determinations concerning the use of equipment, methods or facilities, or any other terms and conditions that California Teaching Fellows Foundation may determine to be necessary for the safe, efficient, and economic operation of the business.

#### **No Harassment, Discrimination or Retaliation**

Pursuant to California law, California Teaching Fellows Foundations maintains a separate anti-harassment and discrimination policy. The following policy shall serve as a supplement.

California Teaching Fellows Foundation does not tolerate harassment, discrimination, or retaliation against our job applicants, contractors or employees by another employee, manager, supervisor, vendor, customer, or any third party. Any form of harassment or discrimination on the basis of race; color, national origin (including possessing a driver’s license issued under Vehicle Code § 12801.9), or ancestry; gender/sex, gender identity, transgender, sex stereotyping or gender expression; age; physical or mental disability, perceived disability or perceived potential disability; pregnancy or perceived pregnancy, childbirth, breastfeeding or related medical conditions; religion (including religious dress and grooming practices) or creed; marital status; registered domestic partner status; medical condition (including HIV and AIDS); citizenship; military and veteran status; sexual orientation; genetic characteristics; genetic information (including information from the employee’s genetic tests, family members’ genetic tests, and the manifestation of a disease or disorder in the employee’s family member); political affiliation; as well as any other classifications protected by federal, state, or local laws and ordinances is a violation of this policy and will be treated as a disciplinary matter. Company policy also prohibits harassment or discrimination based on the perception that a person has any of these characteristics or is associated with a person who has, or is perceived to have any of these characteristics. California Teaching Fellows Foundation

prohibits any and all retaliation for submitting a report of unlawful harassment or discrimination and for cooperating in any investigation. California Teaching Fellows Foundation has zero tolerance for harassment, discrimination or retaliation and is committed to a workplace free of any conduct violating this policy.

### *Harassment*

Harassment as defined in this policy is unwelcome verbal, visual or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is lawful. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a professional and respectful manner.

### *Sexual Harassment*

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature. Sexual harassment need not be motivated by sexual desire.

Examples of conduct that violates this policy include:

- unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- obscene or vulgar gestures, posters, or comments
- sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- propositions, or suggestive or insulting comments of a sexual nature
- derogatory cartoons, posters, and drawings
- sexually-explicit communications such as texts, e-mails, or voicemails
- uninvited touching of a sexual nature
- unwelcome sexually-related comments
- conversation about one's own or someone else's sex life
- conduct or comments consistently targeted at only one gender, even if the content is not sexual
- teasing or other conduct directed toward a person because of the person's gender

### *Discrimination*

Unlawful discrimination may consist of a decision, policy or practice that treats employees differently based on a protected characteristic or status.

### *Retaliation*



Retaliation is conduct which punishes an employee for filing a complaint, forbidding any practice prohibited by this policy, testifying, assisting, or cooperating in any proceeding authorized by state or federal civil rights laws.

All such conduct is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor, or other third party.

### *Reporting Procedures*

The following steps have been put into place to ensure the work environment at California Teaching Fellows Foundation is respectful, professional, and free of harassment, discrimination, or retaliation. If an employee believes someone has violated this policy, the employee should promptly bring the matter to the immediate attention of the Director of Personnel. If the employee makes a complaint under this policy and has not received a satisfactory response within five (5) business days, he or she should contact the human resource department.

Additionally, you may lodge a complaint with the Department of Fair Employment and Housing (1-800-884-1684; <http://www.dfeh.ca.gov>) or the U.S. Equal Employment Opportunity Commission (1-800-669-4000; <http://www.eeoc.gov>). These agencies may investigate or assist you in resolving any dispute. The DFEH and EEOC, if they prosecute the case, can obtain various remedies for a person including imposing fines or damages for emotional distress against the employer or persons who violated the law; order the employer to hire or reinstate you; order back pay or a promotion; order the employer to change or modify its workplace practices. While it is not required that you exhaust California Teaching Fellows Foundation's internal investigation process before contacting a governmental agency, we hope that you will take advantage of the Company's process for resolving workplace concerns and complaints. We believe that prompt reporting of concerns will allow us to work in an environment that allows everyone to work together in a positive manner.

### *Internal Investigation Procedures*

California Teaching Fellows Foundation will promptly and impartially investigate the facts and circumstances of any claim of misconduct. To the extent possible, the Company will endeavor to keep the reporting employee's concerns confidential. If Company receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. During the investigation, the Company generally will:

- inform the complainant that an investigation has commenced
- interview the complainant and the person(s) who engaged in the alleged misconduct
- conduct further interviews and investigate as necessary
- track the investigation for reasonable progress
- document the Company's findings regarding the complaint
- document recommended follow-up actions, resolutions, and remedies, if warranted
- inform the complainant of the Company's findings
- close the investigation in a timely manner.

Every supervisor who learns of any employee's concern about conduct in violation of this policy, whether in a formal complaint or informally, must immediately report the issues raised to the Director of Personnel.

Upon completion of the investigation, California Teaching Fellows Foundation will take corrective measures against any person who has engaged in conduct in violation of this policy, if the Company determines such measures are necessary. These measures may include, but are not limited to, counseling, suspension, or immediate termination. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including termination.

#### *No Retaliation*

No employee will be subject to, and California Teaching Fellows Foundation prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If an employee believes someone has violated this no-retaliation policy, the employee should bring the matter to the immediate attention of the Director of Personnel. Anyone, regardless of position or title, whom the Company determines has engaged in conduct that violates this policy against retaliation will be subject to discipline, up to and including termination.

We cannot remedy claimed harassment, discrimination, or retaliation unless you bring these claims to the attention of management. Failure to report claims of discrimination, harassment and/or retaliation prevents us from taking steps to remedy the problem.

#### **Definitions of Employment Status**

The following terms will be used to describe the classification of employees and their employment status:

##### *Exempt*

Exempt employees are those whose positions meet specific tests as outlined in California Industrial Welfare Commission Orders and federal law, and are exempt from specific provisions, such as, but not limited to, compensation of overtime wages. Such exempt positions may be classified as Executive, Administrative, Professional, or Outside Sales in nature; this constitutes any persons in the employment of California Teaching Fellows Foundation whose job duties are performed within the definition of this exempt status, provided the affected employee earns a weekly salary that is equivalent to no less than two times the state's current minimum wage for full time employment.

##### *Non-Exempt*

Non-Exempt employees are those who do not meet one or more of the tests outlined in California Industrial Welfare Commission Orders for exempt employment status. Non-exempt employees are compensated an hourly wage of pay no less than that of the current California minimum wage. As outlined in California Industrial Welfare Commission Orders and federal law, non-exempt employees are subject to, but not limited to, overtime compensation, meal, and rest periods.

### *Full-Time*

Full-time entails those employees who work an average of at least thirty (30) hours per workweek on a regular basis. If available, all full-time employees are eligible for all Company benefits when applicable service requirements are met.

While full-time employees become eligible for Company benefits upon working an average of at least 30 hours per workweek on a regular basis, it is the expectation of California Teaching Fellows Foundation that full-time employees work an average of at least 40 hours per workweek on a regular basis. As such, full-time work hours are usually between 8:00 a.m. through 5:00 p.m. for all employees, Monday through Friday. Exceptions to these standard hours and workdays will be at the discretion of the employer.

### *Part-Time*

Part-time employees are individuals who are scheduled to work an average fewer than thirty (30) hours per workweek. Part-time employees are not eligible for Company benefits, except benefits mandated under applicable law.

### *On-Call*

On-call employees are individuals who are scheduled to work on an as-needed basis only. On-call employees are not eligible for Company benefits, except benefits mandated under applicable law.

### *Temporary Employees*

Periodically, it may become necessary for California Teaching Fellows Foundation to hire individuals to perform a job or to work on a project that has a limited duration. Typically, this happens in the event of a special project, special time of year, abnormal workload, operational need, or emergency.

Individuals whom we hire for such work are considered temporary employees. They are not eligible to participate in any of our Company benefit programs, nor can they earn or accrue any leave, such as paid vacation leave, except benefits mandated under applicable law.

Of course, we will provide to temporary employees any and all benefits mandated by law.

Temporary employees cannot change from temporary status to any other employment status by such informal means as remaining in our employ for a long period of time or through oral promises made to them by co-workers, members of management, or supervisors. The only way a temporary employee's status can change is through a written notification signed by the Chief Executive Officer.

### *Regular Full-Time Status*

Full-time employees who have completed the Company's 90-day introductory period will be considered regular full-time employees. Regular full-time employees are eligible for Company benefits.

### *Regular Part-Time Status*

Part-time employees who have completed the Company's 90-day introductory period will be considered regular part-time employees. Regular part time employees are not eligible for Company benefits, except benefits mandated under applicable law.

### *On-Call*

On-call employees who have completed the Company's 90-day introductory period will be considered on-call employees. Regular on-call employees are not eligible for Company benefits, except those benefits mandated under applicable law.

### *Introductory Period*

An employee in the introductory period of employment is subject to closer monitoring and evaluation of job performance. Introductory employees, other than contracted workers and commissioned personnel, are considered those with fewer than ninety (90) program days of service (actual days worked). It is our policy that all employees are of equal status relative to equal opportunity to work in the State of California. Further, it is our policy that the introductory period does not imply disparate treatment between employees regardless of length of employment. The employer may use discretion in making any employment status changes deemed in the best interest of California Teaching Fellows Foundation and may or may not provide prior notice to the employee.

### *Rational for Introductory Period*

The introductory period for new employees lasts up to a maximum of ninety (90) program days. An employee's employment will remain at-will as the employee is being evaluated on meeting specific terms. Work performance is determined on production and human relations factors. During this time an employee has their first opportunity to evaluate the Company as a place to work, and the Company will have their first opportunity to evaluate the employee. This period also involves special orientation activities, in addition to closer and more frequent performance evaluations than that given to regular employees.

Upon satisfactory completion of the introductory period, the employee will become a regular full or part-time. All employees, regardless of classification, status, or length of service, are expected to meet and maintain company standards for job performance and behavior.

California Teaching Fellows Foundation reserves the discretion to extend an employee's introductory period beyond the standard ninety (90) days due to low job performance; not meeting Company standards of performance or expectations; or inability to fit or socialize into the Company. The introduction period does not alter in anyway the Company and the employee's at-will employment status in place before, during, or after this period.

### **Personnel Records**

It is important your personnel records are accurate and up-to-date, so you may continue to receive uninterrupted benefits. Certain information also is necessary to determine the amount of wage deductions for federal and state income tax. You should notify the Company of any change in your legal name, residential or mailing address, telephone number, marital status, number of dependents, or emergency contact telephone number.

Important events in your history with California Teaching Fellows Foundation will be recorded and kept in your personnel file. Annual performance reviews, change of status records, commendations, and educational attainment records are examples of the records maintained. You may receive a copy of any personnel or payroll record initiated by California Teaching Fellows Foundation that belongs in your personnel file upon written request. Also, your personnel file is available for your inspection in the main office. Personnel files are the property of the employer and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so.

If you wish to review your file, you should contact your supervisor or human resources representative. With reasonable advance notice, you may review your personnel file in the main office of California Teaching Fellows Foundation in the presence of an individual appointed by the employer to maintain the files. Note that prior to making personnel records available for inspection, the Company may redact the name of any nonsupervisory employee contained therein.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify California Teaching Fellows Foundation of any changes in personal data. Personal data may include mailing addresses, telephone numbers, number(s), names of dependents (for purposes of benefits), and individuals to be contacted in the event of an emergency. If any personal data has changed, update your employee portal, so that your records and benefits are kept up to date..

### ***Employee Data Security Policy***

In compliance with state data security law, California Teaching Fellows Foundation will notify any employee if any “personal information” stored in computer databases by this Company was, or is reasonably believed to have been, acquired by an unauthorized person. “Personal Information” means an individual’s name and one or more of the following: (1) Social Security number; (2) driver’s license number or California identification card; and (3) account number(s), credit or debit card number(s), in combination with any required security code, access code or password that would permit access to an individual’s financial account. Breach of personal information will constitute theft of the employer’s trade secrets and items of confidentiality. Theft of computerized personal information is considered a crime under California Penal Code section 502.

### ***New Employee Orientation***

All employees will be provided access to an online self portal. You will also be asked to complete paperwork and forms relating to your employment, such as tax withholding forms, emergency contact forms, and benefits paperwork through this portal. As a new employee, you will also be required to complete online trainings that will prepare you for the job.

Please feel free to ask any questions you might have about the Company during the process by emailing [hr@ctff.us](mailto:hr@ctff.us). If additional questions come up after the meeting, you can ask your supervisor or the Company’s Director of Personnel.

### **Child Support Reporting Requirements**

Federal and state laws require the Company to report basic information about new employees, including your name, address, and Social Security number, to a state agency called the State Directory of New Hires. The state collects this information to enforce child support orders. If the

state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

### **Past Employees & Rehiring**

California Teaching Fellows Foundation recognizes the value of experienced former employees returning to contribute to our mission. To be eligible for rehire, former employees must have left CTFF in good standing, without unresolved performance or disciplinary concerns. Rehire candidates must complete an online application, undergo a review of their previous employment record, participate in an interview process, and pass all required background checks. Final hiring decisions will be based on program needs, candidate qualifications, and past performance. Former employees who did not meet the conditions of their previous employment or had a less-than-satisfactory work record will not be eligible for rehire. This policy ensures that all rehire decisions align with CTFF's commitment to professionalism, integrity, and program excellence.

### **Internal Job Assignments**

California Teaching Fellows Foundation invests a considerable amount of time and resources in determining where to assign an employee that more closely matches their skills, knowledge, abilities, experience, and talents. As a result, an employee shall be assigned to only one job site. An employee shall not be placed or assigned to more than one job site at any time. This policy shall not affect the Company's ability to reclassify or reassign an employee as outlined in its "Employee Reclassification" policy outlined in this section.

California Teaching Fellows Foundation reserves the discretion to assign an employee to more than one job site should it become necessary due to operational need. Such additional job assignments will be considered temporary and shall be documented and communicated to the affected employee.

Any questions concerning this policy can be directed to human resources.

### **Anti-Fraternization**

California Teaching Fellows Foundation exercises a non-tolerant approach with supervisors or managers ("management personnel") from fraternizing or engaging in romantic relationships with their subordinates within the Company. Relationships between management personnel and employees raise issues, including, but not limited to, potential conflicts of interest, equity, fairness, favoritism, potential sexual harassment claims, and potential legal liability for the Company and, therefore, will not be permitted. If California Teaching Fellows Foundation becomes aware of any such relationship, management may either ask the supervisor, manager, or subordinate employee to leave the Company or accept reassignment. If a relationship, i.e., amongst co-workers, not covered by this policy causes disruption within the workplace, or any other work performance-related problems, discipline action may be considered, up to and including termination of employment.

### **Nepotism**

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is that of persons who are related by blood or marriage. This policy applies to all employees without regard to gender or sexual orientation of the individuals involved.

Based on applicant qualifications for employment, a relative may be considered for employment and may be hired. However, the employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. California Teaching Fellows Foundation may take whatever action it determines to be appropriate and reasonable to avoid or prevent the continuation of the actual or potential conflict. Such action may include, but is not necessarily limited to, transfers, reassignments, changing shifts, or responsibilities, or where it deems such action appropriate, disciplinary action up to and including the possibility of immediate termination. Relatives to current employees may not occupy a position in the same department or work for or supervise their relatives.

### **Employee Reclassification**

The Company retains the right to assign you to a different position at any time with or without notice, and to change your job duties to meet our operational needs in compliance with the at-will policy. From time to time you may be requested to perform other job functions as assigned at our discretion. The industry may change rapidly, and we must be flexible to meet the needs of the Company. Such reclassification may require upward or downward adjustment of your position, pay rate, and/or benefits, if applicable. A formal announcement in writing may be given to you with specific effective dates provided.

### **Termination and Resignation**

We work in a state that advocates “at-will” employment and termination. Both employer and employee have the right to terminate with or without reason and with or without notice. However, we request that you provide a two-week advance notice in written form indicating the effective date of your employment termination or resignation. This will allow California Teaching Fellows Foundation time to seek a replacement for your position without a loss of work activity that may be considered vital to the welfare of the Company and the students it serves. It is not to be construed in this termination or resignation policy that a two-week advance notice is considered mandatory; it is only a request. The employee must understand, however, that circumstances may exist where the Company may exercise its right to accept a resignation immediately and to accelerate the final date of employment. The Company, therefore, reserves the right to accept a resignation and recognize the termination date as any date it chooses between the date the resignation is submitted and the date designated by the employee as the last day of employment.

### **Exit Interviews**

California Teaching Fellows Foundation utilizes exit interviews as part of its employee retention program. Should an employee leave the Company either voluntarily or involuntarily, an exit interview will be scheduled.

Exit interviews serve as a means of understanding why employees leave their jobs. California Teaching Fellows Foundation utilizes the information it receives through exit interviews to determine if improvements, if any, need to be made to minimize or reduce employee turnover. In addition, the Company utilizes the time to communicate to the outgoing employee certain statutory benefits, such as California unemployment, as well as collect any Company equipment and property in the employee’s possession, issue all final wages, update company records, and review

certain policies that may remain in effect after employment. An employee's participation is highly appreciated and valued.

### **Immigration Law Compliance**

In compliance with the Immigration and Control Act of 1986, each new employee, as a condition of employment, must complete an Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete Form I-9 if they have not completed one within the last three years or if one was not retained in file.

Employees may exercise rights provided by the California Labor Code or any local ordinance without suffering unfair immigration-related practices. This includes the filing of a complaint or informing the Company of an alleged violation of the Labor Code or local ordinance, provided the complaint or disclosure is made in good-faith, inquiring into whether the Company is in compliance, or informing another person of his or her rights under the Labor Code or local ordinance. Unfair immigration-related practices include actions taken with a retaliatory purpose, such as requesting additional documents than required under federal law to show eligibility to work in the US, refusing to honor documents which on their face appear genuine, using E-Verify to check employment authorization status at a time or in a manner than is not required under federal law, threatening to file, or filing a false police report and threatening to contact immigration authorities. Moreover, the Company will not take adverse action against an employee because of the exercise of a right provided under California law.



### **General Policy**

We strive to maintain rates of pay at California Teaching Fellows Foundation that are comparable or superior to those of other companies in our industry with similar kinds of work.

For similarly held positions by other employees, such as, but not limited to, Teaching Fellow positions, the nature of the work, such as the scope of work, job duties and responsibilities, job assignments, the goals and expectations at a job site, grant funding conditions, or contractual conditions associated with a school district, may have an effect on their rate of pay. If you are interested in knowing the hourly wage and salary range for your position at a particular job site, ask your supervisor or the Company's human resource department.

Established hourly wage or salary ranges may be reviewed and adjusted as necessary.

### **Hours of Work**

Your supervisor will let you know your work schedule, including what time you will be expected to start, and finish work each day. All employees are expected to report to their job site, be on time, and ready to start work. Unless you make other arrangements with your supervisor, you are expected to work until the end of your assigned shift.

If you wish to make changes to your current work schedule, please communicate your intent to your immediate supervisor as soon as possible. Changes in work schedule must be authorized in advance by your site lead or immediate supervisor.

California Teaching Fellows Foundation may, at its discretion, increase or decrease the number of regularly scheduled hours in any given workday because of the need for an employee to work extra or fewer hours.

Emergencies, such as power failures, road closures, earthquakes, fires, or severe weather, may interfere with the Company's operations. Under such circumstances, the Company may order a temporary shutdown of part or all of its operations. Time off due to such events will not be paid.

### **Workweek & Workday**

The workday begins at 12:01 a.m. and ends at midnight. The workweek shall be from Monday through Sunday.

### **Meal and Rest Periods**

#### *Meal Periods*

Non-exempt employees are provided with an unpaid, uninterrupted, duty-free meal period of at least one hour no later than the end of the employee's fifth hour of work. If an employee works less than six (6) hours in a day, the employee can voluntarily waive the right to a meal period. A request to waive a meal period must be received by your supervisor, in writing, before the meal period is deemed waived. Meal periods are scheduled by your supervisor to accommodate work schedules and requirements.

A second unpaid, uninterrupted, duty-free meal period shall be provided of at least one hour no later than the end of the employee's tenth hour of work, if the employee works more than ten hours in a workday.

However, the second unpaid meal period may be waived by mutual consent of the employer and the employee, if the first meal period was not waived and if the employee does not work more than twelve hours in a workday. Such mutual consent must be made in writing and acknowledged by both the employer and employee. If an employee works more than twelve hours in a workday, the second unpaid meal period cannot be waived.

You are responsible for reporting that your meal period(s) has been taken for the day. This may be done on your time card or any other required type of time recording report form. Meal periods may not be considered compensatory time for payment nor exchanged for extended meal periods or early leave at the end of a workday.

If an employee, on his or her own volition, and without request by the Company, chooses to work through a meal period that has been made available, or decides to take a late meal period, he or she is not entitled to any premium pay.

#### *Rest Periods*

Non-exempt employees are authorized and permitted to take at least one paid rest period of at least ten (10) minutes in length for every four hours of work or major fraction thereof. Such rest periods are to be taken in the middle of work periods insofar as practicable. Employees are entitled to the following total amount of rest period time per shift:

- One 10-minute rest period for shifts from 3 ½ to 6 hours in length;
- Two 10-minute rest periods for shifts more than 6 hours up to 10 hours;
- Three 10-minute rest periods for shifts more than 10 hours up to 14 hours;
- Additional rest time is required per the formula for shifts exceeding 14 hours.

Employees are not allowed to combine their rest periods with meal periods, nor are rest periods allowed to be combined together under any circumstances. The Company will not authorize any requests made by employees to combine their rest and/or meal periods.

#### *Report Untaken Rest and/or Meal Periods*

Non-exempt employees are required to report in writing any instance whereby business-related duties or other related issues prevent the non-exempt employee from taking a required rest period and/or meal period. The non-exempt employee is required to submit their report to their immediate supervisor or the Company's human resource department on the same workday in which the required rest and/or meal period was not taken.

The report must include the following information:

- Name of the employee;
- Which break was missed, e.g., meal period, rest period, or both;
- Whether the missed meal and/or rest period was taken later during the workday;
- The date in which the meal and/or rest period was missed;

- A detailed reason as to why the meal and/or rest period was missed; and
- Employee signature.

### *On-Duty Meal Periods*

When the nature of the work prevents you from being relieved of all duty, by written agreement mutually approved between you and the employer, an on-duty meal period may be authorized. You will be provided the opportunity to eat a meal while performing the duties required, as well as compensated at your regular rate of pay for the time normally recognized for a meal period (e.g., thirty minutes). An on-duty meal period agreement may be revoked (in writing) at any time by either the employee or employer.

### *Lactation Accommodation*

California Teaching Fellows Foundation provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child. The company will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private. The room or location will not be a bathroom, will be shielded from view, and will be free from intrusion while the employee is expressing milk. Such space will meet requirements under applicable law including a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water, and a refrigerator for storing breast milk.

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request form to the employee's supervisor.

The supervisor must respond to the employee's accommodation request in writing on the same lactation accommodation request form submitted by the employee indicating the approval or denial of the break request. The completed request form must be returned to the employee and a copy sent to the human resources department.

The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees have the right to file a complaint with the California Labor Commissioner for any violation of rights provided under this policy regarding lactation accommodations.

### **Overtime Pay**

Non-exempt employees are to be paid one and one-half times their regular rate of pay for authorized hours worked in excess of eight (8) hours in one workday, or forty (40) hours in one workweek, or the first eight (8) hours on the seventh workday in any one workweek. Additionally, an employee must be compensated at twice the regular rate of pay when he or she works beyond twelve (12) hours in one workday or beyond eight (8) hours on the seventh consecutive workday in any one workweek.

Overtime must be authorized in advance. An employee may obtain an overtime request form from their supervisor or the Company's human resource department. Unauthorized use of overtime may subject an employee to disciplinary action, up to and including termination of employment.

### **Alternative Workweek Schedules**

Your employer must pre-authorize any alternative workweek schedule to ensure compliance with overtime laws. Both employer and employee must follow the proper legal procedures for implementation of an alternative workweek schedule. Please see your immediate supervisor or employer to learn if the Company has a recognized and approved alternative workweek schedule arrangement.

### **Modified Work Schedule**

An employee may request a modification of their work schedule to accommodate a specific need. Such a need must be presented to the California Teaching Fellows Foundation in writing and may be considered acceptable if the modified work schedule does not pose an undue hardship upon the employer. Such a modified work schedule may entail reduction of work hours or rearrangement of work shifts. The employer reserves the right to approve or disapprove any modified work schedule request.

### **Time Records**

An employee's time record is documentation of hours worked from which a payroll check is prepared. Care should be taken to see that each employee's time record is an accurate reflection of time worked. California Teaching Fellows Foundation currently provides an electronic timesheets that allows employees to record their attendance and hours worked. What this means is that all non-exempt employees, as well as those exempt personnel required to maintain a time record, must record their time worked by accurately recording their start and end times, including times associated with the taking of a meal period.

If, for any reason, an employee fails or forgets to record their time on their time sheet the employee should see his or her supervisor immediately. In accordance with state and federal law, the employer may round up or down an employee's recorded time on his or her time sheet to the nearest one-quarter hour.

The following rules must be observed regarding time records:

- Employees should not work more than seven minutes before or after the shift. Exceptions are permissible only when an employee has received advance approval by his or her supervisor to work overtime.
- Employees should only manage their own time records. Violators may be subject to immediate discipline and/or up to termination.
- Accurately record the time in which you leave and return for meal periods or whenever leaving the work premises for personal reasons.
- Overtime must be authorized by the employee's supervisor before it is worked.
- Employees are required to accurately and appropriately document their worked hours and approve their timesheets as part of maintaining their time records. The sole exception to

this guideline applies to employees who no longer have access to timecards, such as those who resign or exit their employment.

- Due to CA Labor Law, CTFF observes certain flexibility in the timecard approval process: neither the employee nor supervisors' approval is required for the employee to receive payment; however, if the employee and or supervisor fail to approve timecards consistently, may result in disciplinary action.

### **Make-up Time**

The Company allows the use of make-up time when non-exempt employees need time off to tend to personal obligations. Non-exempt employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the same workweek to make up for time that will be taken off later in the same workweek.

Make-up time worked by a non-exempt employee will not be paid at an overtime rate unless the employee works in excess of eight (8) hours in a workday or 40-hours in a workweek. However, make-up time can never exceed eleven (11) hours in one day or 40-hours in a workweek.

An employee may work the make-up time in advance of taking the time off in the same workweek. Use of make-up time is completely voluntary. The Company does not encourage or solicit an employee to take personal time off and make up the work hours within the same workweek.

Make-up time requests must be approved in writing for each request by the supervisor before the requested time off is taken or make-up time is worked. Requests will be considered for approval based on the Company's legitimate business needs at the time the request is submitted.

### **Paydays**

Paydays are on the 7th and 22nd of the month (semi-monthly). If a payday falls on an employer recognized holiday, at the discretion of your employer you may be paid on the following workday. If a payday falls on a Saturday or Sunday, at the employer's discretion you may be paid on the preceding Friday or the following Monday.

No payroll checks will be given out early and checks will only be given to the employee named on the payroll check, unless prior written authorization is given to California Teaching Fellows Foundation. An employee may be requested to sign for their payroll check.

### **Administrative Pay Corrections**

California Teaching Fellows Foundation takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention to the supervisor so that corrections can be made as quickly as possible.

### **Pay Advances and Loans**

California Teaching Fellows Foundation maintains a policy of not advancing any employee monies against future earnings. No exceptions.

## **Payroll Deductions and Offsets Against Wages**

This employer can lawfully withhold amounts from your wages when: (1) required or empowered to do so by state and federal law; (2) when a deduction is expressly authorized in writing by the employee to cover insurance premiums, benefit plan contributions, or other deductions not amounting to a rebate on the employee's wage; and (3) when a deduction to cover health, welfare, or pension contributions is expressly authorized by a wage or collective bargaining agreement.

Each deduction from an exempt and non-exempt employee's wage will be pre-approved by the employee and employer to assure compliance with state labor law.

## **Non-Organizational Related Activity**

An employee shall not be paid for attending any outside activities or events, such as community events, workshops, and the like, without prior authorization from the employer. The attendance at such activities or events shall be at the expense of the employee and be considered as personal enrichment only.

## **Expenses Reimbursement**

From time to time, employees may incur expenses on behalf of California Teaching Fellows Foundation. In accordance with California Labor Code section 2802, the Company will reimburse you for the actual work-related expenses you incur, as long as those expenses are reasonable. You must follow these procedures to get reimbursed:

- Get permission from your immediate supervisor before incurring an expense.
- Spend the Company's money wisely - make an effort to save money and use approved vendors, if possible.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts, along with an expense report, to your immediate supervisor for approval within ten days of incurring an expense.
- Your immediate supervisor is responsible for submitting your expense report to the finance department.. If your report is approved, you will receive your reimbursement by the following payday.

Remember that you are spending the Company's money when you pay for business-related expenses. We expect you to save money wherever possible. Your supervisor can assist you in deciding whether an expense is appropriate.

The Company takes all reasonable steps to ensure that employees receive the correct amount for expense reimbursements. In the unlikely event that there is an error in the amount of reimbursement, the employee should promptly bring the discrepancy to the attention of the supervisor so that corrections can be made as quickly as possible.

## **Procedures for Travel Expenses**

If employees are required to travel for work, the Company will reimburse you for your travel expenses, including:

- the cost of travel to and from the airport or train station, including parking expenses and tolls;
- the cost of airline or train tickets—such tickets must be coach class if possible;
- the cost of an economy class rental car, if necessary;
- a mileage reimbursement, for those employees who are approved in advance to use their own cars for Company travel;
- the cost of lodging—employees should select moderately priced lodging, if possible; and
- the cost of meals—per diem rates are based on the U.S. General Services Administration Guidelines specified by city, county or state.
- Other incidental expenses, such as parking fees, toll road fees, et cetera, employees should make every effort to save on cost and keep incidental expenses down to a minimum.

You must request advance approval of all travel expenses from your immediate supervisor and follow the procedures provided by the company.

### *Mileage Reimbursement*

Employees who use their own vehicle for Company business will be reimbursed at the current IRS-published rate per mile for business miles driven. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses—the reimbursement rate above is intended to encompass all of these expenses.

Before using a personal vehicle for work-related purposes, employees must demonstrate that they have a valid driver's license and adequate insurance coverage (subject to verification).

The Company does not reimburse employees for their commute to and from the workplace.

To claim mileage reimbursement, you must follow these procedures:

- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.
- If you anticipate having to travel an unusually long distance, get your supervisor's approval before making the trip.
- Submit your record to your supervisor for approval on the last workday of the pay period.
- Your supervisor is responsible for submitting your record to the finance department. If your record is approved, you will receive your reimbursement payment by the following payday.

### *Other Expense Reimbursements*

Employees authorized to use their personal cellular telephones and other devices for work-related purposes will be provided a reasonable expense reimbursement for usage of these devices. It may be in the form of a percentage of use for business or a flat fee based on average use. If you use a personal cellular phone for work, you may discuss expense reimbursement with the Company's human resource department.

## **Garnishments**

A wage garnishment is an order from a court or a government agency directing the Company to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a civil lawsuit.

If a court or agency instructs us to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

## **Report to Work Pay**

As a standard policy, except when otherwise mandated by state law, when an employee reports to work at their regularly scheduled time, and the employer finds it necessary to send the employee home due to no work, the employee must be paid for at least half of the usual and scheduled day's work, but in no case, less than two hours nor more than four hours at the employee's regular rate of pay, which shall not be less than the state's minimum wage.

Per the request of the employer, if the employee reports a second time during the same workday, and is furnished less than two hours of work on the second reporting, the employee shall be compensated for two hours at the employee's regular rate of pay, which shall not be less than the state's minimum wage.

The following conditions are not applicable to reporting time pay: (1) business operations cannot commence or continue due to threats to employees or property; or when recommended by civil authorities; (2) public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system; or (3) the interruption of work is caused by an Act of God or other cause not within the employer's control.

## **Final Pay**

If you should be discharged from employment or provide notice of resignation with more than 72 hour's notice, you will be paid all wages earned and unpaid at the time of termination. If you should provide notice of resignation with less than 72 hours from the resignation date or experience a layoff, you will be paid all wages earned and unpaid by your last day of employment, but not to exceed 72 hours. If you should personally request that your final paycheck be mailed, and you provide a mailing address, your final wages will be mailed to you. The date of the mailing shall constitute the date of payment. In addition, if you should personally request that your final paycheck be directly deposited, your request will be initiated on your final working day.

## **Gratuities**

No employee is authorized to accept any form of gifts, money, or gratuities from any person receiving benefits or services, or any other person in a position to benefit from an employee action, except for food to be eaten before the end of the workday or at the work site.



## **BENEFITS MANDATED BY LAW AND REGULATIONS**

### **State Unemployment Insurance (“SUI”)**

This benefit protects you from a total loss of wages when you are unemployed through no fault of your own. California Teaching Fellows Foundation contributes to the State Unemployment Insurance Fund. You make no contribution. However, a requirement for receiving benefits is that you remain available, able, and actively seeking other employment. Since the amount paid by California Teaching Fellows Foundation into this fund is affected by our experience rating, all aspects of this program are carefully monitored.

All tutor employees who are currently working under a recognized state work training program and/or exemption may not qualify for state unemployment insurance benefits. Please communicate with the Company’s human resource department for more information.

### **Social Security (“FICA”)**

This federal program provides a base retirement income and other benefits for all eligible participants. Contributions are made by both the employee and employer. The required contribution depends upon a formula prescribed by law and is subject to change.

### **Workers’ Compensation**

Workers’ compensation insurance protects you against economic loss caused by work-related accidents or illnesses. The benefit amount is determined on a case-by-case basis in accordance with the law. California Teaching Fellows Foundation pays the entire cost of the program. Coverage depends upon prompt reporting of accidents/illnesses and filing claims.

### **California State Disability Insurance (“SDI”)**

Sometimes, an employee suffers an illness or injury outside of the workplace that prevents the employee from working and earning income. If this happens to you, state disability insurance may provide you with a percentage of your salary while you are unable to work. All employees are eligible for this coverage and pay for it through deductions from their paychecks.

All tutor employees who are currently working under a recognized state work training program and/or exemption may not qualify for state disability insurance benefits. Please communicate with the Company’s human resource department for more information.

To find out more about state disability insurance, contact the Company’s human resource department or the California Employment Development Department (“EDD”) at 1-800-480-3287 (English) or 1-866-658-8846 (Spanish) or online at <http://www.edd.ca.gov/Disability>.

### **Paid Sick Leave**

An employee who, on or after July 1, 2015, who works in California for thirty (30) or more days within a year from the beginning of employment, is entitled to paid sick leave. For information on eligibility and benefits, please reference Page 36 in this Handbook.

### **Paid Family Leave of Absence (PFL)**

All tutor employees who are currently working under a recognized state work training program and/or exemption may not qualify for state Paid Sick Leave benefits. Please communicate with the Company’s human resource department for more information.

An employee, covered by State Disability Insurance (SDI), may receive up to six weeks of benefits over a twelve month period for the following: (1) care for a seriously ill child, spouse, parent,

grandparent, grandchild or sibling, parent-in-law, or domestic partner; (2) bond with your new child or the new child of your spouse or domestic partner; or (3) to bond with a child in connection with the adoption or foster care placement of the child with your or your spouse or registered domestic partner. Participation in certain qualifying exigencies related to the active duty or call to active duty of the individual's spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. "Qualifying exigencies" include those activities under Unemployment Insurance Code Section 3302.2, such as, but not limited to, short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care, and additional activities.

Effective July 1, 2020, PFL benefits will be expanded from six to eight weeks.

The Paid Family Leave ("PFL") program, when utilized, may not protect an employee's job. PFL only provides partial wage replacement under the qualifiable conditions stated above. You may not be able to receive Unemployment Insurance benefits or SDI benefits for the same period for which you are receiving paid family leave benefits.

For more information, you can talk with your immediate supervisor or visit the EDD website at [www.edd.ca.gov](http://www.edd.ca.gov) and select "Paid Family Leave" or call (877) 238-4373 (English) or (877) 379-3819 (Spanish).

## TIME OFF AND LEAVES OF ABSENCE

### Holidays

Regular full-time employees are eligible to observe the following paid holidays in each calendar year. These holidays are:

New Year's Day	Independence Day	Christmas Eve
Martin Luther King, Jr. Day	Labor Day	Christmas Day
President's Day	Thanksgiving Day	New Year's Eve
Memorial Day	Post Thanksgiving Friday	(2) Floating Holidays

Holiday pay will be paid at the employee's current hourly rate of pay—based on regular hours worked in a workday. For example, a full-time employee regularly works six hours in a workday; their holiday pay will be equivalent to six hours. Exempt employees performing any work in the workweek will receive their customary weekly salary.

At the discretion of California Teaching Fellows Foundation, if a Company recognized holiday falls on a Sunday, the following Monday may be observed as the holiday. If a holiday falls on a Saturday, the preceding Friday may be observed as the holiday.

In the event one or more holidays fall within an eligible employee's paid vacation or sick leave period, such holiday(s) shall not be charged as vacation or sick leave. Vacation or sick leave shall be extended accordingly for those employees.

### Floating Holidays

All full-time, regular employees receive two floating holidays per year in addition to the California Teaching Fellows Foundation's regular paid holidays. These two floating holidays may be used only for religious Floating holidays that are available at the beginning of each calendar year for all full-time employees. A new employee hired before the end of the first half of the calendar year will receive two floating holidays upon hire.

Employees must specify the event for which they are requesting to use a floating holiday. The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

## Paid Vacation Leave

California Teaching Fellows Foundation recognizes that our employees need to take time off occasionally to rest and relax, enjoy a vacation, or attend to personal matters. That is why we offer a paid vacation leave program. Full-time employees are eligible to begin accruing paid vacation leave once they have completed the Company's 90-day introductory period. For purposes of this policy, a year begins on the employee's date of hire or promotion to full-time status.

Full-time employees will accrue vacation time according to the following schedule:

Length of Continuous Service	Days of Vacation per Year	Hours Accrued Per Pay Period	Maximum Accrual
90 days* to 12 months	09 days/72 hours	4.0 hours	72 hours
1 year to 2 years	14 days/112 hours	4.66 hours	196 hours
2 years to 3 years	16 days/128 hours	5.33 hours	224 hours
3 years to 4 years	18 days/144 hours	6.0 hours	252 hours
4 years to 5 years	20 days/160 hours	6.66 hours	280 hours
5 years or more	25 days/200 hours	8.33 hours	350 hours

\* Accrual begins on the 90th day or upon meeting the introductory period.

Employees shall not accrue more than the maximum number of vacation hours based on their length of employment (reference table above). Once an employee has reached their limit, no more vacation leave will accrue until the employee uses some vacation time to reduce the accrued total below the limit.

Employees are encouraged to utilize their vacation leave within the anniversary year in which it was earned. Any unused and accrued vacation leave shall carryover into the employee's next anniversary year.

The Company will not authorize any request for an advance of vacation time, nor will it authorize any request to cash out any accrued and unused vacation.

Vacation leave will not continue to accrue should an employee observe an absence without pay, a leave of absence, or termination of employment.

### *Scheduling and utilizing vacation or time-off*

Employees must schedule their vacation leave at least two weeks in advance by submitting a written request to their immediate supervisor. Requests for periods over two weeks will only be granted under extenuating circumstances.

California Teaching Fellows Foundation will try to grant every employee's request for the days off of their choice. However, the Company must have enough workers to meet its day-to-day

needs - which means we might not be able to grant every vacation request, especially during holidays.

Requests will be reviewed based on a number of factors, which include, but are not limited to business needs and staffing requirements.

Employees may utilize their vacation time in weekly increments or partial days. The minimum partial day increment allowed is two (2) hours.

#### *Upon termination*

Should your employment terminate for whatever reason, all accrued and unused vacation time will be cashed out at your non-overtime rate of pay.

### **Paid Sick Leave**

In accordance with applicable state law, all employees, including full-time, part-time, temporary, and per-diem employees are eligible for state mandated paid sick leave. To qualify for paid sick leave, an employee must meet the following requirements:

1. Must have worked in California for the same employer at least 30 days within a “year” before becoming eligible for paid sick time. A year shall be tracked based on the anniversary date of the employee; and
2. Must satisfy a 90-day employment period before becoming eligible to actually use accrued paid sick time.

#### *Accrual, Carryover, and Caps*

Non-exempt employees shall earn one hour of paid sick leave for every 30 hours worked (whether straight time or overtime hours) and exempt employees shall earn 1.33 hours of paid sick leave based on their normal workweek or a 40-hour workweek (whichever is less), earning at least 40 hours (or five days) of leave in the employee’s employment anniversary year. Employees shall earn 24 hours of accrued paid sick leave by the 120th calendar day of employment, and no less than 40 hours of accrued paid sick leave by the 200th calendar day of employment.

Any unused and accrued sick leave shall carryover into the employee’s next anniversary year. Employees may only accrue a maximum of eighty (80) hours of sick leave. Once an employee has reached this limit, no more sick leave will accrue until the employee uses some sick leave to reduce the accrued total below the maximum. However, employees shall be limited to using up to 40 hours (or five days) of paid sick leave in their employment anniversary year.

The Company will not authorize any request for an advance of sick time before it is accrued.

#### *Permitted Uses & Notice*

Employees are permitted to use their paid sick time for the following reasons:

- For his or her qualifying need, or for that of a “family member” for:
  - Diagnosis, care, or treatment of an existing health condition; or

- Preventative care.
- For specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking.

“Family members” include the employee’s parent, child, spouse, registered domestic partner, grandparent, grandchild, sibling, and designated person”. A “designated person” is defined as a person identified by the employee at the time the employee requests paid sick days. California Teaching Fellows Foundation may limit an employee to one “designated person” per year.

To request sick leave, an employee must provide the employer by submitting a request for time off through the HRIS portal (Paycom) with the date(s) you are requesting as paid sick leave. If a need is unforeseeable (i.e., sudden illness) the employee need only give notice as soon as practicable.

Employees may use their sick leave with a minimum request of one (1) hour.

#### *Leaving the Company & Reinstatement of Leave*

An employee will not be entitled to a cash out of any accrued and unused sick leave at the time their employment terminates. Should an employee separate from their employment for whatever reason and is rehired within one year from their date of separation, any previously accrued and unused paid sick leave will be reinstated.

#### **Extended Sick Leave**

Upon written request by the employee or recommendation by the employer, California Teaching Fellows Foundation may authorize an extended sick leave of absence without pay for up to fifteen (15) days within a calendar year for the purpose of recovering from an illness or accident provided:

1. the employee has used up all of their paid sick leave;
2. the employee presents to their supervisor or the Director of Personnel an estimate of the time needed to recover, signed by a physician; and
3. prior to assuming work duties, the employee presents a medical report from their attending physician stating that a return to work is feasible for the employee.

If necessary, a copy of the employee’s current job description will be provided to the attending physician for the purpose of review and for determining an employee’s return-to-work feasibility. Extended sick leave may be coordinated with applicable state or federal statutory leaves, as well as serve as a form of reasonable accommodation in relation to an employee’s disability. . Furthermore, use of extended sick leave does not guarantee an employee’s job or provide a right of reinstatement to the same or comparable job, unless coordinated with a statutory leave which extends job-protection to the employee

#### **Registered Domestic Partners**

Registered domestic partners shall have the same rights, protections, and benefits, and shall be subject to the same responsibilities, obligations, and duties under law, whether they derive from statutes, administrative regulations, court rules, government policies, common law, or any other provisions or sources of law, as are granted to and imposed upon spouses. The rights and

obligations of registered domestic partners with respect to a child of either of them shall be the same as those of spouses. The rights and obligations of former or surviving registered domestic partners with respect to a child of either of them shall be the same as those of former or surviving spouses.

Registered domestic partners shall have the same rights regarding nondiscrimination as those provided to spouses, including spouses of same-sex marriages. This employer will comply with the State of California's rules for nondiscrimination in the provision of benefits if the employer enters into any state contracts.

### **Pregnancy Disability Leave ("PDL")**

All tutors employees who are currently working under a recognized state work training program and/or exemption may not qualify for state pregnancy disability insurance benefits. Please communicate with the Company's human resource department for more information.

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave. Pregnancy disability leave covers the actual period of disability, up to four months (one-third of a year or 17 1/3 weeks). Leave of absence may be taken intermittently or in increments and does not necessarily need to be taken consecutively. Leave may be taken in increments of no less than one hour.

#### *Requesting PDL*

Any female employee planning to take pregnancy disability leave should advise their employer as early as possible. The employee is encouraged to make an appointment with their employer or the Company's human resource department to discuss conditions associated with pregnancy disability leave.

- Employees who need to take pregnancy disability must inform their immediate supervisor or the company's HR department when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide notification at least 30 days before PDL, reasonable accommodation, or transfer is to begin. Employees must consult with the employer or the Company's human resource department regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of California Teaching Fellows Foundation. Any such scheduling is subject to the approval of the employee's health care provider;
- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- 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;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- 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;

- Pregnancy leave usually begins when ordered by the employee's health care provider. The employee must provide California Teaching Fellows Foundation with a written medical certification from a health care provider. The certification indicating disability should contain:
  - The date on which the employee became disabled due to pregnancy;
  - The probable duration of the period or periods of disability; and
  - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- An employee will be allowed to use any accrued vacation leave or paid sick leave (if otherwise eligible to take the time) during a pregnancy disability leave; and
- 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. 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 time for prenatal or postnatal medical appointments, doctor-ordered bed rest, "severe morning sickness," gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or postpartum depression.

#### *Health Care Continuation*

In accordance with state regulations, California Teaching Fellows Foundation shall continue an employee's group health benefits under the same terms and conditions as if the employee continued actively reporting to work. The continuation of health benefits shall not exceed four months over the course of a twelve-month period, commencing on the date the employee begins to utilize pregnancy disability leave. PDL continuation of health care benefits is in addition to any supplementary obligation to maintain health care benefits during an additionally approved FMLA/CFRA leave of up to twelve weeks.

If the employee is responsible to pay a portion of the premiums associated with the maintenance of their health care benefits, the employee may be required to continue making such contributions (either for self or for dependent coverage) during leave.

Additionally, if an employee fails to return from pregnancy disability leave, California Teaching Fellows Foundation may recoup from the employee the premiums the employer paid to continue the employee's coverage during the leave, unless the reason the employee did not return is because of (1) a continuation, recurrence, or onset of a health condition that entitles the employee to pregnancy disability leave or other circumstances beyond the control of the employee, or (2) because the employee took a separate protected leave (e.g., maternity leave) under the FMLA/CFRA.

#### *Return to Work and Reinstatement*

Under most circumstances, upon submission of a written medical release that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or to a comparable position, if available. "Available" means that there is a comparable position open as of the employee's scheduled date of reinstatement or within sixty-days for which she is qualified.



An employee returning from PDL may have no greater right to reinstatement to the “same” position if the employee would not otherwise have been employed in the same position at the time of reinstatement. For example, due to legitimate business reasons that are unrelated to PDL (i.e., layoff pursuant to the Company closing down).

An employee returning from PDL may have no greater right to reinstatement to a “comparable” position if the employee would have been continuously at work during PDL or transfer period, or if there is no comparable position available.

If the employer is unable to reinstate an employee to a comparable position, the employer will notify the employee of available comparable positions for sixty-days following the employee’s scheduled date of reinstatement. Notices may take the form of a letter, telephone call, or email.

### **Family Medical Leave Act (“FMLA”) / California Family Rights Act (“CFRA”)**

The Company posts the mandatory FMLA and CFRA notices, and upon hire provides all new employees with notices required by the U.S. Department of Labor (“DOL”) on Employee Rights and Responsibilities under the Family and Medical Leave Act and California Family Rights Act: (1) in the employee break room at the Company’s principal place of business; (2) in the site binder at every Company school site; and (3) on the Company’s website. State and federal family and medical leave laws provide up to twelve workweeks of unpaid family/medical leave within a twelve-month period, under the following conditions:

- The employee has worked at least twelve months (52 weeks);
- The employee has worked at least 1,250 hours during the previous twelve-month period before the need for leave; and
- The employee is employed at a work site where there are fifty or more employees within a 75-mile radius (FMLA Only).

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

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care. A “child,” shall be defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability (FMLA only). The CFRA expands this definition to include a child of a domestic partner and a child regardless of age.
- To care for the employee’s spouse, child, or parent with a serious health condition (CFRA & FMLA). In addition, the employee may also care for a parent-in-law, grandparent, grandchild, sibling, registered domestic partner, child of a registered domestic partner, or designated person (CFRA only);
- For a serious health condition that makes the employee unable to perform his or her job;
- “For a “qualifying exigency” related to the covered active duty or call to covered active duty of an employee’s spouse, domestic partner, child, or parent in the Armed Forces of the United States (CFRA only).”
- For any “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty.” (FMLA only)

- To care for the service-member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of a covered service member for up to a total of 26 workweeks of leave during a twelve-month period. (FMLA Only)

A “covered service-member” is:

- A current member of the armed forces, including a member of the National Guard or the 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 covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. The veteran must be a member of the armed forces (including a member of the National Guard or reserves) who was discharged or released under conditions other than dishonorable at any time during the five-year period before the first date the eligible employee takes FMLA leave to care for the covered veteran. (Leave for this reason is referred to in this policy as “Military Caregiver Leave” and is not covered under CFRA leave provisions.)

A “serious health condition,” as specified above, is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider; one visit and a regimen of continuing treatment; incapacity due to pregnancy; or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment, including treatment for substance abuse.

A “designated person” shall be defined as any individual related by blood or whose association with the employee is the equivalent of a family relationship (CFRA only). When an employee requests to take leave to care for a “designated person,” the employee is requested to identify the designated person at the time the employee requests leave. California Teaching Fellows Foundation may limit an employee to one designated person per 12-month period (CFRA Only).

Leave for either of the first two reasons in the bulleted list above must be completed within the twelve-month period beginning on the date of birth or placement. In addition, in cases in which the Company employs both parents, they may take a maximum combined total of twelve weeks leave during any twelve-month period for the first two reasons (FMLA Only); however, both parents may observe separate, but distinct twelve weeks of leave in a 12-month period under the CFRA for reasons related to the birth, adoption or foster care placement of a child. When the Company employs both husband and wife, they may take a maximum combined total of 26 weeks in a single twelve-month period for military caregiver leave, or a combination of qualifying exigency leave and military caregiver leave (FMLA Only). For qualifying exigency leave only, the husband and wife may take a maximum combined total of twelve weeks.

### *Calculating the Twelve-month Period*

For purposes of calculating the twelve-month period during which twelve weeks of leave may be taken, California Teaching Fellows Foundation uses a rolling twelve or look-back period counted backward from the date that FMLA/CFRA leave is taken.

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 twelve weeks of family and medical leave in the designated twelve-month period.

### *Interaction of FMLA and CFRA*

Under most circumstances, FMLA/CFRA leave will run concurrently (or at the same time), and the employee will be entitled to a total of twelve (12) weeks of FMLA/CFRA leave in the designated 12-month period. Exceptions to this interaction of FMLA/CFRA leave may include:

- Circumstances where the definition of a “family member” contrasts between the FMLA and the CFRA. For example, suppose an employee needs to take family leave to care for a sister with a serious health condition. Under the CFRA, the employee would be eligible for 12 weeks of leave; however, “siblings” are not covered under the FMLA. That same employee may be eligible to take 12 weeks of leave under the FMLA for a child, parent or spouse.
- However, leave because of the employee’s disability for pregnancy, childbirth, or related medical condition is not counted as time used under California law (California Family Rights Act). Time off because of pregnancy disability, childbirth, or related medical conditions does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under California Family Rights Act, for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, California Teaching Fellows Foundation will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

### *Leave for Employee’s Own Health Condition*

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

Please contact human resources, as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify California Teaching Fellows Foundation at least thirty days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of California Teaching Fellows Foundation. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee’s child, parent, or spouse.

If the employee cannot provide thirty (30) days' notice, California Teaching Fellows Foundation must be informed as soon as is practical.

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

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

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

#### *Leave to Care for a Family Member*

If the leave is needed to care for a sick child, spouse, including from a same-sex marriage, or parent, the employee must provide a certification from the health care provider stating:

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

When both parents are employed by California Teaching Fellows Foundation and request simultaneous leave for the birth or placement for adoption or foster care of a child, California Teaching Fellows Foundation will not grant more than a total of 12-workweeks of leave for each parent for this reason (CFRA only). The FMLA limits both parents to a maximum combined total of twelve weeks leave during any twelve-month period.

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

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

California Teaching Fellows Foundation will require certification by the employee's health care provider that the employee is fit to return to his or her job.

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

#### *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 (FMLA only).

#### *Health and Benefit Plans*

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he or she was enrolled before the first day of the leave (for a maximum of twelve workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

California Teaching Fellows Foundation will continue to make the same premium contribution as if the employee had continued working. In some instances, California Teaching Fellows Foundation may recover its portion of the premiums in the event the employee fails to return to work following family/medical leave and the failure to return is not due to the continuation, recurrence or onset of a serious health condition, or other circumstances beyond the control of the employee.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through California Teaching Fellows Foundation in conjunction with the federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") guidelines by making monthly payments to California Teaching Fellows Foundation for the amount of the applicable premium. Employees should contact their supervisor for further information.

- Payment is due when it would be made by payroll deduction.

#### *Substitution of Paid Leave*

An employee will be allowed to substitute paid leave for unpaid leave in the following circumstances:

- Vacation leave and other accrued paid time (use of state paid sick leave is subject to its permitted uses) may be used for any family/medical leave qualifying event.

#### *Intermittent Leave*

Eligible employees may take FMLA/CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for birth of a child, to care for a newly born child or for placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt California Teaching Fellows Foundation's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals

as provided in California Teaching Fellows Foundation's sick leave or vacation leave policies, whichever increments are smaller.

### *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.

- Should California Teaching Fellows Foundation believe it may deny reinstatement to a key employee, it must inform the employee in writing at the time the employee gives notice of the need for leave (of when leave commences, if earlier) that he or she is a key employee. Concurrently, California Teaching Fellows Foundation must also inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the Company should determine that reinstatement will result in substantial and grievous economic injury to its operations;
- As soon as California Teaching Fellows Foundation makes a good faith determination that substantial and grievous economic injury to its operations will result if it reinstates a key employee who has given notice of the need for leave (or who is on leave), the Company shall notify the employee in writing that it cannot deny leave, but that it intends to deny reinstatement on completion of the leave;
- If the employee on leave does not return to work in response to the Company's notification of intent to deny reinstatement, the employee continues to be entitled to maintenance of health benefit coverage and the Company may not recover its costs of health care premiums. A key employee's rights under family/medical leave continues unless and until the employee either gives notice that he or she no longer wishes to return to work, or the Company actually denies reinstatement at the conclusion of the leave; and
- After the Company notifies an employee that substantial and grievous economic injury will result if the employer reinstates the employee, the employee still is entitled to request reinstatement at the end of the leave period even if he or she did not return to work in response to the Company's notice. The Company will again determine whether reinstatement will result in substantial and grievous economic injury, based on the facts at that time. Should the Company still determine that substantial and grievous economic injury will result; the Company shall notify the employee in writing (in person or by certified mail) of the denial of reinstatement.

For additional information about eligibility for family/medical leave, contact the company's HR Manager or Director of Personnel.

### *Time Accrual*

Employees on FMLA or CFRA leave will not continue to accrue vacation or sick time during unpaid leave.

### *Carryover*

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the twelve-workweek entitlement in a twelve-month period. The twelve-month period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive twelve-month periods commence on the date of an employee's first use of such leave after the preceding twelve-month period has ended. No carryover of unused leave from one twelve-month period to the next twelve-month period is permitted.

### **Other Leaves of Absence**

California Teaching Fellows Foundation, in accordance with applicable state and federal law, offers the following leaves of absence.

#### *School Necessity Leave for Parents*

If you are a parent or guardian of a child in kindergarten, grades 1-12, inclusive, or a licensed day care center you may take off up to eight hours each calendar month (up to a maximum of forty hours each calendar year), per child, for certain child-related activities. "Parent" means a parent, guardian, stepparent, foster parent, grandparent, or a person who stands in loco parentis to a child.

These activities are: (1) to find, enroll, or re-enroll a child in a school or with a licensed childcare provider; (2) to participate in activities of the school or licensed child care provider; or (3) to address a child care provider or school emergency. To take time off under (1) or (2) you must give reasonable notice to the Director of Personnel of your planned absence. To take time off under (3) you must give notice to the Director of Personnel of your need to take time off. California Teaching Fellows Foundation requires documentation from the school or child care provider noting the date and time of your child-related activity.

"Child care provider or school emergency" means that the child cannot remain in school or with the child care provider because: (1) the school or child care provider has requested that the child be picked up; (2) the school or child care provider has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child be picked up; (3) behavioral or discipline problems; (4) closure or unexpected unavailability of the school or child care provider (excluding planned holidays); or (5) a natural disaster including fire, earthquake, or flood.

If both parents of a child work for California Teaching Fellows Foundation, only one parent--the first to provide notice--may take the time off, unless the Company approves both parents taking time off simultaneously. You must use accrued vacation if available or take time off without pay provided the Company approves.

You also may take time off to attend a school conference involving the possible suspension of your child or ward. The time off is unpaid. Please contact the Director of Personnel if time off is needed for this reason.

California Teaching Fellows Foundation will not discriminate against an employee who takes time off under this policy.

*Victims of Domestic Violence, Sexual Assault, or Stalking Leave*

"The term "victim" shall be defined as a:

- a. A victim of stalking, domestic violence, or sexual assault.
- b. A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury.
- c. A person whose immediate family member is deceased as the direct result of a crime.

"The term "crime" shall be defined as an employee who has been a victim of a crime or public offense, wherever it may have taken place, that would constitute a misdemeanor or a felony if the crime had been committed in California by a competent adult, regardless of whether any person is arrested for, prosecuted for, or convicted of, committing the crime."

If you are or become a victim of domestic violence, sexual assault, or stalking, you may take time off for court hearings, to seek medical attention, obtain services from an appropriate shelter, program, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. We may require proof of your participation in these activities. Proof may take the form of a police report stating you were a victim of domestic violence, or sexual assault or stalking, a court order protecting you or separating you from the perpetrator, evidence from the court or prosecuting attorney that you appeared in court or documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor. You will not be discharged or discriminated, nor retaliated against for taking this qualified leave of absence. Exempt and non-exempt personnel may choose to take accrued paid vacation, personal leave, sick leave, or unpaid time off.

Whenever possible, you must provide your supervisor reasonable notice before taking any time off under this policy. Leave under this policy will not be counted towards the employee's leave entitlement under the Family and Medical Leave Act or the California Family Rights Act.

California Teaching Fellows Foundation will also provide reasonable accommodation for victims of domestic violence, or sexual assault or stalking who request an accommodation to increase safety at work. Please contact your supervisor or the Director of Personnel to discuss what accommodations may be effective. We will take into account any exigent circumstances or danger facing you. Accommodations may include job transfer or reassignment, changed telephone number, email address or work station, installation or changing of locks and other implementation of safety measures that are a reasonable accommodation to provide you with protection.

We may ask for written certification that the accommodation is for the purpose of providing a safe workplace and demonstrating your status as a victim of domestic violence, sexual assault, or stalking. We will keep all certifications received confidential and will not disclose the information provided to us except as required by federal or state law or as necessary to protect your safety in the workplace. We will give you advance notice before any disclosure.

We may require proof of your participation in these activities. Proof may take the form of a police report stating you were a victim of domestic violence, or sexual assault or stalking, a court order



protecting you or separating you from the perpetrator, evidence from the court or prosecuting attorney that you appeared in court or documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse.” “Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee’s behalf, certifying that the absence is for a purpose authorized under applicable law.”

#### *Time Off for Crime Victims*

Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement, may take time off work to attend judicial proceedings related to the crime. Employees also may take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. “Immediate family member” is defined as spouse, registered domestic partner, child, child of registered domestic partner, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

Employees must give human resources a copy of the court notice given to the victim of each scheduled proceeding before taking time off, unless advance notice to the Company of the need for time off is not feasible. When advance notice is not feasible, the employee must provide the Company with documentation evidencing the judicial proceeding, within a reasonable time after the absence. The documentation may be from the court or government agency setting the hearing, the district attorney or prosecuting attorney’s office, or the victim/witness office that is advocating on behalf of the victim.

Employees may elect to use accrued paid vacation time, paid sick leave time, or other paid time off for the absence. If the employee does not elect to use paid time off, the absence will be unpaid. However, exempt employees will be paid their full salary for any workweek interrupted by the need for time off under this policy.

#### *Religious Leave of Absence*

As an equal employment and non-discriminatory employer, California Teaching Fellows Foundation will make every effort to reasonably accommodate an employee request for religious observance or practice if the request does not pose an unreasonable and undue hardship to business performance. Depending on business necessity circumstances, if the leave of absence is for a reasonable period of time, you will be reinstated to your original position. We understand that duration and time of religious leave may be controlled by the religious observance or practice itself.

Additionally, a reasonable accommodation for a change in work schedule may be necessary for religious observances if such a change does not pose an undue hardship on the employer.

#### *Bereavement Leave*

Employees may request up to five days of bereavement leave for each occurrence involving the death of a qualified family member and may supplement their leave by requesting to use accrued and available paid sick leave or vacation leave. Regular full-time employees are eligible to receive

pay for the first three days of their bereavement leave. This paid benefit applies for each instance in which the employee goes on bereavement leave.

To be eligible for bereavement leave, an employee must have been employed with the company for at least 30-days prior to the commencement of leave.

An employee on leave shall have the right to return to the same or a comparable job upon returning from leave.

Within 30-days of the first day of leave, the employee must provide documentation of their family member's death in the form of a death certificate, a published obituary, or a written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. The company will maintain the confidentiality of an employee who requests bereavement leave, including all related documentation to the fullest extent possible.

Bereavement leave days need not be consecutive but must be completed within three months of the date of the family member's death.

"Immediate family" is defined as, father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, grandparents, grandchildren, and registered domestic partner.

Bereavement leave may normally be granted unless there are unusual business needs or staffing requirements. However, California Teaching Fellows Foundation may make every reasonable attempt to assist with the employee's bereavement needs.

#### *Reproductive Loss Leave*

Eligible employees may request up to five days of protected unpaid reproductive loss leave upon a reproductive loss event. An employee is eligible for leave once they have been employed with California Teaching Fellows Foundation for at least 30 days prior to the commencement of leave.

An eligible employee can use reproductive loss leave for each event involving the day or, for a multiple day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction and may supplement their leave by requesting to use accrued and available paid sick leave. Reproductive loss leave need not be consecutive but must be completed within three months of the reproductive loss event.

Within a 12 month period, the employee will be limited to a maximum of 20 days of leave. The company will maintain the confidentiality of an employee who requests reproductive loss leave, including all related documentation to the fullest extent possible.

To request leave, an eligible employee should submit a written request to their supervisor, as soon as practical.

#### *Election Leave*

You are entitled to receive up to two hours of paid leave to vote in a statewide election, regardless of whether you are a full-time, part-time, or temporary employee. If necessary, you are also entitled to unpaid leave to serve as an election officer. To qualify for election-office leave, you must be an

election official who is charged with conducting a local, special, or statewide election. An employee is eligible for voting leave if he or she does not have sufficient time outside of working hours to vote in a statewide election. Sufficient time might be considered to include off-duty time available for an employee to vote, the amount of time needed to vote and an employee's familial and other off-duty responsibilities. An employee shall be allowed enough time as needed to vote, and that time shall be "only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed."

### *Jury Duty*

California Teaching Fellows Foundation encourages employees to fulfill their civic responsibilities by serving jury duty when required. You must show the jury duty summons to your supervisor as soon as possible so that we may make arrangements to accommodate your absence. Jury duty leave is considered a non-paid leave of absence. As prescribed by law, upon completion of jury duty, an employee is entitled to reinstatement.

California Teaching Fellows Foundation will compensate an exempt salaried employee their regular weekly salary should the employee be absent for part of the workweek due to jury duty. If an exempt salary employee should be absent and not perform any work for the entire workweek, California Teaching Fellows Foundation may not compensate the employee their regular weekly salary.

### *Witness Duty*

If you are subpoenaed and required to serve as a witness in a court case, you are requested to notify your employer within a reasonable amount of time before your impending service. A copy of your subpoena may be requested to validate your request for witness-duty leave. As prescribed by law, upon completion of witness duty, an employee is entitled to reinstatement. Witness duty leave is considered a non-paid leave of absence.

California Teaching Fellows Foundation will compensate an exempt salaried employee their regular weekly salary should the employee be absent for part of the workweek due to witness duty or attendance at an administrative hearing. If an exempt salary employee should be absent and not perform any work for the entire workweek, California Teaching Fellows Foundation may not compensate the employee their regular weekly salary.

### *Military Leave*

This employer, as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), makes available temporary, non-paid military leave of absence. Military leave is open to virtually anyone who has been absent from work due to "service in the uniformed services" is protected. "Service" includes active duty, active duty for training, initial duty for training, inactive duty training, full-time National Guard duty, and examinations to determine fitness for duty.

"Uniformed services" include: The Army, Navy, Air Force, Marine Corps, Coast Guard (and the reserves for each of those branches); the Army National Guard, Air National Guard, and commissioned corps of the Public Health Service; National Disaster Medical System; and any other category of persons designated by the Chief Executive Officer in time of war or emergency.

An employee is requested to notify their employer as soon as they learn of the need for military leave. When an employee's service is over, he or she shall provide a notice of intent to return. An employee may take leave up to a maximum of a cumulative five years. At employee option and with employer approval, military leave may be combined with paid vacation time, if available. In accordance with USERRA and under most circumstances, an employee is entitled to reinstatement, as well as to all rights and benefits as if he or she had remained continuously employed. The employee may also elect COBRA-like health care coverage.

#### *Military Spouse Leave*

Employees who work more than twenty 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 ten unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to the Director of Personnel 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.

#### *Literacy Leave*

Any employee who reveals a literacy problem and requests assistance to enroll in an adult literacy education program is entitled to reasonable accommodation and assistance by his or her employer. Assistance includes, but not limited to, providing the employee with the location of local literacy programs, or arranging for a job site visit by a literacy education provider. The employer cannot terminate your employment once you have revealed a literacy problem as long as your work performance remains satisfactory. The employer need not pay for your time taken off work as a literacy leave.

#### *Alcohol & Drug Rehabilitation*

We are committed to providing assistance to our employees to overcome substance abuse problems. Our Company will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off without pay, provided the accommodation does not impose an undue hardship on the Company.

You may use any accrued sick or vacation benefits while on leave under this policy. However, additional benefits will not be earned during the unpaid portion of the leave of absence. A leave of absence under this policy will be subject to the same provisions and rules as apply to medical leaves of absence. The Company will attempt to safeguard the privacy of an employee's participation in a rehabilitation program.

You should notify your direct supervisor or human resources if you need to request an accommodation under this policy.

#### *Donor Leave*

For organ donation purposes, employees can take up to thirty (30) business days of paid leave, and up to an additional 30-days of unpaid leave in a one-year period. For bone marrow donation

purposes, employees can take up to five (5) business days in a one-year period. The donation need not be for the employee's family member - it can be for any other person.

The one-year period begins on the date the employee's leave begins and shall consist of 12 consecutive months.

An employee wishing to use donor leave shall provide written verification to California Teaching Fellows Foundation that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

While on leave, the employee shall not experience a break in his or her continuous service for the purpose of his or her right to salary adjustments, sick leave, vacation, or seniority. While on leave, the Company shall maintain and pay for coverage under a group health plan for the full duration of the leave, in the same manner the coverage would have been maintained if the employee had been actively at work during the leave period.

Donor leave will not be counted towards the employee's leave entitlement under FMLA or CFRA.

#### *Volunteer Civil Service Duty*

If an employee serves as a volunteer firefighter, reserve peace officer, or emergency rescue personnel, the employee may take non-paid time off (special circumstances may apply for exempt personnel) to perform emergency civil service duty whether he or she is a volunteer, or partly or fully paid while providing emergency service. You are also entitled to fourteen days per year for training. For the purpose of this leave of absence, "emergency rescue personnel" means any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer, or partly or fully paid, while he or she is actually engaged in providing emergency services. Notice must be given to the employer as soon as possible once the employee learns of the need for volunteer civil service duty. Once on civil service leave, the employee may take time off for the duration of the civil or required service.

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There are other important considerations while on leave including benefits coverage and reinstatement procedures. Please see management or your human resources representative well in advance to discuss these and other matters.

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### Progressive Disciplinary Process

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, it is important that everyone be aware of their responsibilities to the California Teaching Fellows Foundation and to fellow employees.

Any employee conduct that violates Company rules or that, in the opinion of the Company, interferes with or adversely affects our business is sufficient grounds for disciplinary action.

Disciplinary action can range from coaching to immediate discharge. Our general policy is to utilize a progressive disciplinary process, such as:

- Coaching
- Verbal warning(s)
- Written warning(s)
- Probation
- Suspension
- Performance Improvement Plan
- Termination / Discharge

However, the Company reserves the right to alter the order described above, to skip disciplinary steps, to eliminate disciplinary steps, or to create new or additional disciplinary steps.

In choosing the appropriate disciplinary measure, we may consult any number of factors, including:

- The seriousness of your behavior or conduct,
- Your history of misconduct or performance problems,
- Your employment record,
- The length of your employment with this Company,
- The strength of the evidence against you,
- Your ability to correct the behavior,
- Your attitude about the behavior,
- Action we have taken to respond to similar behavior by other employees,
- How your behavior affects this Company, its customers, and your co-workers, and
- Any other circumstances related to the nature of the behavior, your employment with this Company, and the effect of your behavior on this Company.

The Company will give these considerations whatever weight we deem appropriate. Depending on the circumstances, we may give some considerations more weight as compared to others—or no weight at all.

Our progressive disciplinary system in no way alters or replaces the at-will employment relationship between the employer and employee. This means that you or this Company can terminate the employment relationship at-will, at any time, with or without cause, and with or without notice.

Some conduct may result in immediate termination of your employment. Here are some examples, though not all inclusive:

- Falsifying company records including application for employment and accompanying documents;
- Revealing confidential information of any kind to a third party;
- Theft, fraud, embezzlement, or industrial espionage;
- Using company equipment, material, time, or information for unauthorized purpose or personal use;
- Abusing, destroying, stealing, or wasting company property or equipment;
- Carrying concealed weapons or explosives or violating criminal laws on company time;
- Working under the influence of drugs or excessive alcohol or bringing unauthorized alcohol or drugs into the workplace;
- Immoral or indecent conduct;
- Verbal, visual, or physical conduct constituting illegal harassment or discrimination, including sexual harassment;
- Willful or repeated violation of safety rules;
- Refusal or failure to perform assigned work, follow a supervisor's instructions, or any act of insubordination;
- Engaging in fighting, horseplay, throwing objects, wrestling, or scuffling on business property;
- Deliberately or through gross negligence causing injury to another person;
- Failing to give a high degree of service to our customers or clients;
- Gross negligence or carelessness;
- Gambling on company property;
- Misusing paid sick leave, vacation leave, or other leave programs or benefits;
- Soliciting or receiving cash, gifts, special accommodations, favors or other gratuities related to employment;
- Excessive personal telephone calls, including excessive personal calls on a cellular telephone;
- Sleeping on the job, loitering, or wasting time while on company time;
- Accessing a workstation of another employees without authorization;
- Smoking in unauthorized areas;
- Defacing Company property;

- Arguing, bullying, or fighting with students, customers, co-workers, managers, or supervisors;
- Threatening the physical safety of students, customers, co-workers, managers, or supervisors;
- Physically or verbally assaulting someone at work;
- Failing to carry out reasonable job assignments;
- Unjustified insubordination;
- Making false or misleading statements on a job application;
- Violating Company rules and regulations;
- Unauthorized adjusting or tapering with mechanical devices or records used by the Company in determining wages, costs, efficiency, and waste;
- Infringing on the rights of peers, children, or other adults at a school site or on company property through, but not limited to, the displaying of objects of a provocative or sexual nature, sending of messages, wearing clothing that is provocative in nature, displaying messages or images of a provocative nature, or insulting or harassing a group or individual;
- Posting messages on recognized social media sites, online blogs, and bulletin boards, instant messaging software that is in violation of Company policy concerning the use of these forms of communication (reference Page 56 of this Handbook);
- Unlawful abuse of a minor (i.e., student), co-worker, family member(s), or parent(s) of students, and any other individuals defined by statutory regulations;
- Providing false reporting or information pertaining to logging Teaching Fellow hours or tasks/project completed;
- Falsifying Company documentation;
- Transporting students or minors without the explicit authorization from the Company and the written authorization of the student's family, parent(s), or legal guardian;
- Enabling the actions of a fellow co-worker or student who may be in violation of criminal laws, Company policy, or school site rules;
- Engaging in any form of texting activity (i.e., through the use of a cellular phone or computer), including, but not limited to, sending, and receiving of text messages, images, or email communication with students or minors that are part of the educational program at the school site;
- Absenteeism or tardiness that puts an undue hardship on fellow co-workers, including, but not limited to, noticeable reduction in the employee's work performance and/or employee's ability to effectively perform the essential functions of the job and meet set goals and expectations;
- Engaging in grooming activities, such as constructively developing inappropriate relationships, including romantic relationships with students, co-workers, managers, and supervisors evidenced through a pattern of conduct and behavior at work or off-work; and



- Performance that does not meet the requirements of the positions.

Of course, it may not be possible to compile an exhaustive list of the types of conduct that may result in immediate termination. Those listed above are merely illustrations.

### *Administrative Leave*

Under special or unique circumstances or as directed by management, an employee may be placed on administrative leave for a specified or unspecified period of time - with or without pay. For example, an employee may be placed on administrative leave pending review of an internal investigation.

### **Standards of Professionalism**

The manner in which you conduct yourself should create a favorable and lasting impression of the California Teaching Fellows Foundation. The continued success of California Teaching Fellows Foundation depends on the quality, integrity, expertise, and professionalism of our staff.

Written communication must meet the highest standards of accuracy and neatness. Individuals who telephone California Teaching Fellows Foundation must receive prompt and courteous attention and a helpful and meaningful response. Individuals who visit California Teaching Fellows Foundation must always be treated with deference, tact, and courtesy.

All employees should present themselves in a professional and efficient manner. Respect and thoughtfulness towards your fellow workers will always be expected.

### **Teaching Fellows as Role Models**

Employees serving as a tutor or similar position with California Teaching Fellows Foundation are to demonstrate themselves as role models and mentors at all times. A role model is one who projects a positive image in the following areas: dress, behavior, attitude, language, communication, punctuality, ethics, and morals.

A mentor is one who helps students develop skills, knowledge, and motivation as they transition from high school to postsecondary education and employment. Mentoring helps students shape their future goals and aspirations leading to meaningful changes in academics, career choices, and one's personal life. You are representing the California Teaching Fellows Foundation at all times.

### **Relations with Students**

Working with students can be both a rewarding and challenging endeavor; however, California Teaching Fellows Foundation believes that employees will find working with students to be more rewarding than anything else. Knowing that you are making a difference in the lives of children is part of the journey and mission working at California Teaching Fellows Foundation.

However, employees are to exercise care and judgment when working with children. California law provides for specific protections concerning the treatment of minors. As a Company, we cannot say enough when it comes to your relations with students. As a matter of policy, a California Teaching Fellows Foundation employee is to adhere to the following guidelines at all times, no exceptions:

- An employee is not to engage in any form of abuse of a child, such as, but not limited to: (1) physical injury; (2) sexual abuse; (3) neglect; (4) willful harming or injuring or endangering a child; and (5) unlawful corporal punishment or injury;
- If you suspect, notice, observe, or become aware of abuse against a child, you are required to report such abuse to your immediate supervisor or team leader, site lead, site liaison, Director of Personnel, human resources, or the Chief Executive Officer immediately;
- Failure to report abuse may result in immediate termination of employment and possible report to the local law enforcement;
- An employee should not engage in any form of physical contact with a student/child, such as, but not limited to: touching of any kind; putting one's hand on a student's back; hugs/embraces; rubbing a student's shoulders; spanking a child or making contact with their buttocks; and grabbing a student in any way;
- An employee is to provide a safe and orderly environment at all times (both in and outside the classroom), ensuring that reasonable precautions are taken to remove known or potential hazards, as well as to reduce chances of children becoming injured in any way;
- An employee is not to engage in any form of texting activity (i.e., through the use of a cellular phone, computer, or other device enabled with such capability), including, but not limited to, sending, and receiving of text messages, images, or email communication with students or minors that are part of the educational program at the school site;
- Engage in grooming activities, such as constructively developing inappropriate relationships, including romantic relationships with students evidenced through a pattern of conduct and behavior at work or off-work;
- An employee is not, under any circumstances, to release a child to an unauthorized individual;
- An employee is prohibited from transporting a student or students using their personal vehicle, including transporting them through any other means off the school site without prior authorization; and
- An employee is required to report any situation that may threaten the welfare of children.

Any violation of this policy may subject the employee to disciplinary action, up to and including termination of employment.

### **Transportation & Proof of Insurance**

Under any circumstances are California Teaching Fellows Foundation employees to transport other employees while on the job. Employees are not to leave the program site to run personal errands or errands of the school site or the program.

Site leads and assistant site leads are the only individuals authorized to travel and pick up supplies for the school or program if such supplies cannot be delivered.

Site leads are not allowed to transport students, staff, or other co-workers, unless given advance authorization from CTFF administration.

Site leads, as a condition of employment, are to submit evidence of current auto insurance coverage. Proof of insurance must be submitted twice a year—on the 15th of September and again on the 15th of January.

Site leads will be fully liable for any accidents they may experience while driving, even on Company time. California Teaching Fellows Foundation will not be held liable for any auto accidents experienced by an employee. Should a site lead be involved in an accident, they are to notify California Teaching Fellows Foundation right away.

### **Pranks and Practical Jokes**

Although we want our employees to enjoy their jobs and have fun working together, we cannot allow employees to play practical jokes or pranks on each other. At best, these actions disrupt the workplace and dampen the morale of some; at worst, they can endanger employees and lead to complaints of discrimination, harassment, or assault.

If you have any questions about this policy, contact the Director of Personnel.

Employees who play pranks or practical jokes will face disciplinary action, up to and including termination.

### **Threatening, Abusive, or Vulgar Language or Behavior**

We expect our employees to treat everyone they meet through their jobs professionally, courteously, and with respect. Threatening, abusive, or vulgar language or behavior has no place in our workplace. It destroys morale and relationships, and it impedes the effective and efficient operation of our business.

As a result, we will not tolerate threatening, abusive, or vulgar language or conduct from employees while they are on the worksite, conducting Company business, or attending Company-related business or social functions.

If you have any questions about this policy, contact the Director of Personnel.

Employees who violate this policy will face disciplinary action, up to and including termination.

### **Horseplay**

Although we want our employees to have fun while they work, we do not allow employees to engage in horseplay—which is fun that has gotten loud and boisterous and out of control. Horseplay disrupts the work environment and can get out of hand, leading to fighting, hurt feelings, safety hazards, or worse.

Employees who engage in horseplay will face disciplinary action, up to and including termination.

### **Fighting**

Verbal or physical fighting among employees is absolutely prohibited. Employees shall not engage in, provoke, or encourage a fight. Those who violate this policy will be disciplined, up to and including termination.

## **Sleeping on the Job**

When our employees arrive at work, we expect them to be physically prepared to work through their workday. Employees who sleep on the job can dampen morale and productivity and deprive us of their work and companionship.

As a result, we do not allow any employees to sleep while at work. Employees who feel sick or unable to finish the workday because of weariness should talk to the Director of Personnel or their immediate supervisor about using sick leave to take the rest of the day off. (See Page 26 of this Handbook for information about our sick leave policy.)

## **Insubordination**

This workplace operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and understanding, and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. It also occurs when employees, through their actions or words, show disrespect toward their supervisors.

Insubordinate employees will face discipline, up to and including termination.

We understand, however, that there will be times when employees have valid reasons for refusing to do as their supervisor says. Perhaps the employee fears for his or her safety or the safety of others. Perhaps the employee believes that following instructions will violate the law or pose some other problem for this Company. Or maybe the employee thinks that there is a better way to accomplish a goal or perform a task. When these issues arise, we do not ask that employees blindly follow orders. Instead, we ask that employees explain the situation to their supervisor. If, after hearing the employee's side, the supervisor continues to give the same order or rule, the employee must either obey or use the complaint procedures described in Page 81 of this Handbook.

## **Employee Privacy & Company Search and Inspection**

Employees do not have a right to privacy in their workspaces or in any other property belonging to CTFF. The Company reserves the right to search Company property at any time, without warning, to ensure compliance with our policies, including those that cover employee safety, workplace violence, harassment, theft, drug and alcohol use, and possession of prohibited items. Company property includes, but is not limited to, lockers, desks, file cabinets, storage areas, and workspaces. If you use a lock on any item of Company property (a locker or file cabinet, for example), you must give a copy of the key or combination to the Company's human resource department.

The Company may also search personal property brought onto Company premises, including but not limited to toolboxes, briefcases, backpacks, purses, and bags. Should the Company need to exercise their right to search Company property, including personal property brought onto Company premises, employees are expected to provide their full cooperation. Failure on the part of the employee to cooperative may result in disciplinary action, up to and including termination of employment.

## **Conflicts of Interest**

We recognize your right to engage in other activities while on personal time, including additional employment. However, due to the demands and competitive nature of our business, we do expect you to devote your best efforts to our affairs at all times while on duty with us. We ask that you discuss all possible conflicts of interest with your supervisor or human resources representative.

Other examples of possible conflicts of interest are as follows:

- Maintaining other employment outside of the Company that might conflict with your duties, work schedule or essential functions of the job;
- Participating in civic or professional organizations that might involve divulging confidential information of the Company;
- Initiating or approving personnel actions affecting reward or punishment of employees or applicants where there is a family relationship or is or appears to be a personal or social involvement;
- Investing or holding an ownership interest or outside directorship in suppliers, customers, or competing companies, including financial speculations, where such investment or directorship might, in any manner, influence a decision or course of action of the Company;
- Borrowing from or lending to employees, customers, or suppliers;
- Acquiring real estate of interest to the Company;
- Improperly using or disclosing to the Company any proprietary information or trade secrets of any former or concurrent employer or other person or entity with whom obligations of confidentiality exist;
- Unlawfully discussing prices, costs, customers, sales, or markets with competing companies or their employees;
- Making any unlawful agreement with distributors, competitors, or customers with respect to prices, territories, or products; or
- Making any unlawful agreement with or payment to any domestic or foreign government official or corporate representative.

## **Computer and Software Use Policy**

CTFF may provide you with computer equipment and access to the Company's network in order to perform your job.

### *Use of Computer Equipment*

The Company's computer equipment and network are intended for business use only. You are not authorized to use Company computer equipment and access the network for personal purposes. Use of the Company's computer equipment and network for personal reasons will be cause for discipline.

The Company has the ability to access and review all information stored on the Company's computer equipment and network. The Company reserves the right to perform such an inspection

at any time, for any reason. You should not expect that any files, records, or other data stored on the Company's equipment and network will be private, even if you attempt to protect its privacy (for example, by using a password or designating it as "personal").

#### *Computer Usernames and Passwords*

Employees will be assigned a user ID and password to access Company computer equipment and network. Employees may not change their user ID or password without permission.

Employees should not share their user ID and password with any other employee for security reasons.

#### *Encryption and Encoding*

You may not encrypt or encode any files, data, or other information stored on the Company's computer equipment or network. If your job requires you to use encryption or encoding software, you may use it only for Company-related reasons and only with the permission of the employer.

#### *Software Use*

It is our Company's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical, it is also illegal and can subject the Company to criminal prosecution and substantial monetary penalties.

To help us adhere to this policy, employees may not do any of the following without permission from the employer:

1. Copy any Company software program for any reason.
2. Install a Company software program on any computer (including your home computer).
3. Install a software program (including software licensed or owned by the employee) on any Company computer.
4. Download any software program from the Internet to a Company computer.
5. The Company may audit Company-owned computers at any time to ensure compliance with this policy.

#### **Portable Computer Devices Policy**

The Company may provide you with a portable computing device such as, but not limited to, laptop computers, smartphones, tablet computers, or personal digital assistants. The Company may also permit you to access its network using a portable computing device to perform your job.

The Company's portable computing devices and network are intended for business use. You may not use such computing devices for occasional personal use. Any employee who uses Company portable computer devices for non-business-related reasons or abuses this privilege may be subject to discipline, up to and including termination.

If an employee's use of a Company-owned portable computing device results in fees or costs beyond what the Company would otherwise have to pay for the service, the employee will be required to reimburse the Company.

#### *Use of Portable Computing Devices Is Not Private*

The Company has the ability to access and review all information stored on the Company's portable computing devices and network. The Company reserves the right to perform such an inspection at any time, for any reason. The employer is hereby putting the employee on notice that their use of portable computing devices, as defined in this policy, may not be limited by any reasonable expectation of privacy. You should not expect that any files, records, or other data stored on the Company's equipment and network will be private, even if you attempt to protect its privacy (for example, by using a password or designating it as "personal").

#### *Content Rules for Portable Computing Devices*

All of our policies and rules of conduct apply to employee use of Company-issued portable computing devices. All communications (email, instant messaging, and Internet access) on Company-issued portable computing devices are subject to the Company's policies on appropriate use. This means, for example, that employees may not send harassing messages, access pornographic or gambling websites, or violate any of the Company's other rules on appropriate communications content.

#### *Security of Portable Computing Devices*

Although Company portable computing equipment can greatly improve our communications and efficiency, they can also pose a risk to the security of the Company's proprietary information. If these devices are lost, stolen, or hacked into, an outsider could have access to Company data or the Company's network.

To prevent theft and loss of data, employees who receive Company-issued portable computing equipment must follow these guidelines:

- Employees should not download confidential Company information to a portable computing device unless it is absolutely necessary. If confidential Company information is stored on a portable computing device, you must delete that information securely as soon as you are finished using it. If you are not certain whether particular data qualifies as confidential Company information, ask your supervisor for assistance.
- All data and files kept on a portable computing device must be encrypted, using Company-approved encryption software.
- All Company-issued portable computing devices will require power-on passwords, which must be changed every two months. You must always log or sign off before leaving a portable computing device unattended.
- If your Company-issued portable computing device is equipped with antivirus software, you must download or install updates to this software when instructed by the Company.
- You may not download, install, or use any software programs on a Company-issued portable computing device unless that program has been approved by the IT department.
- Use the same malware precautions when using a portable computing device as are required for Company computers. Do not open attachments to email or instant messages if you do

not know the sender or otherwise are not sure that the attachment is legitimate. Do not open, read, or download any file from the Internet without scanning it for viruses.

- Employees are responsible for the security of portable computing devices issued to them. Keep portable computing devices in your possession whenever possible. If you must leave a portable computing device unattended, you must store it out of sight in a secure location, such as a hotel safe or locked filing cabinet at home. Never leave a portable computing device in a vehicle.
- Employees must immediately notify the Company's IT department if their portable computing device is lost or stolen, so the Company may remotely delete all data stored on the device.

#### *Do Not Use Portable Computing Devices for Work*

We understand that employees may occasionally wish to use their own portable computing devices for work. However, storing Company information on a personal portable computing device, synchronizing a personal portable computing device to Company computer equipment or network which could allow for sensitive and proprietary information to be transferred, or using such a device to access the Company's network creates unacceptable security risks.

Therefore, employees are prohibited from using their own portable computing devices for business purposes or from storing Company information on a personal computing device. If you feel that you need a portable computing device to do your job, please talk to the Company's Director of Personnel or Chief Executive Officer to find out whether you are eligible for a Company-issued device.

#### *No Texting While Driving*

Employees are prohibited from using any portable computing device for work-related matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians, and texting, checking messages, going online, or otherwise using a portable computing device while driving can lead to accidents.

If you must send or read a work-related message while driving, you must wait until you can pull over safely and stop the car before doing so.

#### *Overtime and Portable Computing Devices*

Our Company's overtime rules apply to any type of work done after hours, including using a Company-issued portable computing device (laptop, iPhone, iPad, PDA, or smartphone, et cetera) for work. All overtime work—including work done on a personal computing device—must be approved in writing, in advance. Working overtime without permission violates Company policy and may result in disciplinary action.

Employees may not use their own personal computing devices for work. If you feel that you need a personal computing device to perform your job, please talk to the Company's Director of Personnel or Chief Executive Officer to find out whether you are eligible for a Company-issued device.



## **Instant Messaging Policy**

To facilitate communication among employees, our Company has an internal Instant Messaging (“IM”) system.

Because of the security risks associated with publicly available IM software, employees may not download or use personal IM software from the Internet to send or receive instant messages. For example, employees may not use “Yahoo! Messenger,” “AOL Instant Messenger,” “Windows Live Messenger,” or “Google Chat.” Violation of this policy will result in discipline, up to and including termination.

### *Using Consumer Instant Messaging Software*

Our Company makes instant messaging capability available to main office personnel only. If there are any issues associated with the IM system, please refer them to the Company’s IT specialist.

Employees may not download or use any IM software on their own, no exceptions. Violation of this policy will result in discipline, up to and including termination.

### *IM Usernames and Passwords*

Employees will be assigned an IM user ID and password by the IT department. Employees may not change their user ID or password without permission.

If you have a personal account with any IM software provider, you may not use Company equipment to access your personal account. You may use only the ID and password provided by the Company.

### *Personal Use of IM*

The IM system is intended for official Company business purposes only. Any employee who abuses this privilege, such as using the IM system for personal reasons, may be subject to discipline.

### *IM Is Not Private*

Instant messages sent and received on Company equipment are the property of the Company. We reserve the right to access, monitor, read, and copy instant messages at any time, for any reason. The employer is hereby putting the employee on notice that their use of IM may not be limited by any reasonable expectation of privacy. You should not expect that IM you send using Company equipment—including messages that you consider to be, or label as, personal—will be private.

### *All Conduct Rules Apply to IM*

All of our policies and rules of conduct apply to employee use of instant messaging. This means, for example, that you may not use IM to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; or to reveal Company trade secrets or confidential information.

### *IM Security*

To avoid viruses and other threats, employees should not open instant messages or file attachments from people and businesses they do not recognize. Even if you know the sender, do not open an IM attachment that has a strange name or is not referenced in the body of the IM—it may have been transmitted automatically, without the sender’s knowledge.

If you believe your computer has been infected by a virus, worm, or other security threat to the Company's system, you must inform the IT department immediately.

Employees may not share their IM password with anyone, nor may they use another employee's IM account.

#### *Retaining and Deleting Instant Messages*

Because instant messages are electronic records, certain IMs must be retained for compliance purposes. Please refer to our record-keeping policy for guidance on which records must be kept, and for how long. If you have any questions about whether and how to retain a particular IM, please ask your manager.

We discourage employees from storing instant messages that are not subject to the retention rules explained above. Please make a regular practice of deleting IMs once you have read or responded to them. If you need to save a particular message, you may print out a paper copy, archive the message, or save it on your hard drive or disk.

### **Use of the Internet**

#### *Personal Use of the Internet*

Our network and Internet access are for official Company business only. Employees may not access the Internet for personal use. An employee, who accesses the Internet for personal reasons, may be subject to discipline.

#### *Prohibited Uses of the Internet*

Employees may not, at any time, access the Internet using Company equipment for any of the following purposes:

1. To view websites that offer pornography, gambling, or violent imagery, or are otherwise inappropriate in the workplace.
2. To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or to otherwise act for personal financial gain or profit.
3. To download or copy software, games, text, photos, or any other works in violation of copyright, trademark, or other laws.
4. To stream, run, or download any non-Company-licensed software program without the express consent of the IT department.
5. To stream, run, or download music, video, games, mini-desktop applications (widgets), or any form of multimedia, from the Internet.
6. To read, open, or download any file from the Internet without first screening that file for viruses using the Company's virus detection software.

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask your manager how to proceed.

#### *No Personal Posts Using Company Equipment*

Employees should not use the Company's equipment to transmit their personal opinions by, for example, posting a comment to a blog or contributing to an online forum. Even if you don't identify yourself as a Company employee, your opinion could be mistaken for the Company's view.

#### *Internet Use Is Not Private*

We reserve the right to monitor employee use of the Internet at any time. You should not expect that your use of the Internet—including, but not limited to, the sites you visit, the amount of time you spend online, and the communications you have—will be private.

#### *Do Not Use Personal Email Accounts for Work*

Employees may not use their own personal email accounts to transact Company business. This includes storing work-related documents and email messages in your personal email account, sending work to your personal email account, engaging in work-related communications (with customers, clients, or coworkers, for example) using your personal email account, or "bouncing" messages from your Company email to your personal email when you are out of the office.

Although employees may find these practices convenient, they can create significant security problems, expose confidential Company information, and compromise the Company's record-keeping obligations. If you work offsite (for example, at home or on business travel), please contact the employer, an employee assigned to address such issues, or the Company's IT department to find out how to safely transmit and protect Company information.

#### *No Access to Personal Email*

Accessing your personal email account from work creates security risks for the Company's computer system and network. Therefore, employees may not use Company equipment to access their personal email accounts.

Violation of the Company's "Use of the Internet" policy and any of its related terms may lead to disciplinary action, up to and including possible termination.

### **Email Policy**

California Teaching Fellows Foundation utilizes email as an electronic form of communication for the Company. The email system is intended for official Company business only. Under no circumstances are employees to use the Company's email system for personal reasons, such as sending of personal messages. Any employee who abuses this privilege may be subject to discipline, up to and including termination of employment.

#### *Email Is Not Private*

Email messages, including attachments, sent and received on Company equipment are the property of the Company. We reserve the right to access, monitor, read, and copy email messages at any time, for any reason. You should not expect privacy for any email you send using Company equipment, including messages that you consider to be personal, or label with a designation such as "Personal" or "Private."

### *Policy Language for Random Monitoring*

In addition, the Company may select and read employee messages at random to ensure that employees are in compliance with this policy.

### *All Conduct Rules Apply to Email*

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content or pornographic images; to send threatening messages; to send messages including images of students or children; or to reveal Company trade secrets or confidential information of any kind.

### *No Solicitation by Email*

You may not use the email system to solicit others to patronize an outside business or to support an outside organization, a political candidate or cause, or a religious cause.

You also may not use the email system to ask employees to donate to a particular charitable cause without the prior consent of the employer.

### *Professional Tone and Content*

We expect you to exercise discretion in using electronic communications equipment. When you send email using the Company's equipment, you are representing the Company. Make sure that your messages are professional and appropriate, in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients. You should not send any email that you would not want your boss, your family, or our Company's competitors to read.

### *Guidelines for Email Writing*

1. Always spell-check or proofread your email messages. Email is official Company correspondence. Spelling errors in email are all too common, and they look sloppy and unprofessional.
2. Use lowercase and capital letters in the same way that you would in a letter. Using all capital letters is the email equivalent of shouting at someone—and it can be hard on the eyes. Failing to use capital letters at all (to begin a sentence or formal noun) can confuse readers and seem overly cute. Unless you are writing poetry, use standard capitalization.
3. Remember your audience. Although email encourages informal communication, that might not be the most appropriate style to use if you are addressing the CEO of an important customer. And, remember that your email can be forwarded to unintended recipients, some of whom may not appreciate joking comments or informalities.
4. Do not use email for confidential matters. Again, remember the unintended recipient. Your email might be forwarded to someone that you did not anticipate or might be sitting at a

printer for all to see. If you need to have a confidential discussion, do it in person or over the phone.

5. Send messages sparingly. There is rarely a need to copy everyone in the Company on an email. Carefully consider who really needs to see the message, and address it accordingly.
6. Always think before you send. Resist the urge to respond in anger, to “flame” your recipient, or to get emotional. Although email gives you the opportunity to respond immediately, you do not have to take it.
7. Do not leave the subject line blank. Always include a brief description, so readers will know what your email is about at a glance. This makes it easier for all of us to manage our email—and makes it more likely that you will receive a response to your message.
8. Do not overuse the “urgent” tag. Mark a message as urgent only if it is truly important and must be answered right away.

### *Email Security*

To avoid email viruses and other threats, employees should not open email attachments from people and businesses they don’t recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an email attachment that has a strange name or is not referenced in the body of the email—it may have been transmitted automatically, without the sender’s knowledge.

If you believe your computer has been infected by a virus, worm, or other security threat to the Company’s system, you must inform the employer, an employee assigned to address such matters or IT department (if available) immediately.

Employees also may not share their email passwords with anyone, including coworkers or family members. Revealing passwords to the Company’s email system could allow an outsider to access the Company’s network.

### *Retaining and Deleting Email Messages*

Because email messages are electronic records, certain messages must be retained for compliance purposes. Please refer to our record-keeping policy for guidance on which records must be kept, and for how long. If you have any questions about whether and how to retain a particular email message, please ask your manager.

Because of the large volume of emails our Company sends and receives each day, we discourage employees from storing large numbers of email messages that are not subject to the retention rules explained above. Please make a regular practice of deleting email messages once you have read or responded to them. If you need to save a particular message, you may print out a paper copy, archive the email, or save it on your hard drive or disk.

The Company may have occasion to suspend our usual rules about deleting email messages (for example, if the Company is involved in a lawsuit requiring it to preserve evidence). If this happens,

employees will be notified of the procedures to follow to save email messages. Failing to comply with such a notice could subject the Company to serious legal consequences, and will result in discipline, up to and including termination.

## **Social Media Policy**

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

This policy applies to all employees who work for California Teaching Fellows Foundation.

### *Guidelines*

In the rapidly expanding world of electronic communication, social media can mean many things.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not employed or affiliated with California Teaching Fellows Foundation, as well as any other form of electronic communication.

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

### *Know and follow the rules*

Carefully read these guidelines, the Company's conduct policies, the Company's confidentiality policy, the Company's anti-harassment policy, and the Company's e-policies, such as computer use, portable computer devices, instant messaging, use of the Internet, email, cell phone use, and other related digital and electronic equipment to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### *Be respectful*

Always be fair and courteous to fellow employees, customers, clients, suppliers or people who work on behalf of California Teaching Fellows Foundation. Also, keep in mind that you are more likely to resolved work-related complaints by speaking directly with your co-workers or by utilizing our "Open Door Policy" than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, employees or suppliers, or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other characteristic protected by law or Company policy.

#### *Be honest and accurate*

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

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

Maintain the confidentiality of California Teaching Fellows Foundation trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Do not impersonate or create social media accounts using information employed with California Teaching Fellows Foundation, co-workers, customers, or clients

Do not create a link from your blog, website or other social networking site to a California Teaching Fellows Foundation website without identifying yourself as a California Teaching Fellows Foundation employee.

Express only your personal opinions. Never represent yourself as a spokesperson for California Teaching Fellows Foundation. If California Teaching Fellows Foundation is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of California Teaching Fellows Foundation, fellow employees, clients, customers, suppliers or people working on behalf of California Teaching Fellows Foundation. If you do publish a blog or post online related to the work you do, or subjects employed with California Teaching Fellows Foundation, make it clear that you are not speaking on behalf of California Teaching Fellows Foundation. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of California Teaching Fellows Foundation."

#### *Using social media at work*

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the Company. Do not use California Teaching Fellows Foundation email addresses to register on social networks, blogs or other online tools utilized for personal use.

#### *Retaliation is prohibited*

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

### *Reasonable Expectation of Privacy*

California Teaching Fellows Foundation's ability to monitor an employee's electronic communication through employer-issued electronic devices may not be limited by any reasonable expectation of privacy. The employer is hereby putting the employee on notice that their use of social media on employer-issued electronic devices could potentially be monitored for the existence of inappropriate postings.

Furthermore, should an employee bring their personal electronic devices to work and use it for work-related purposes, including the use of social media and accessing the Company's Internet, the employee is hereby put on notice that any reasonable expectation of privacy may also be limited and may be monitored for the existence of inappropriate postings.

California Teaching Fellows Foundation reserves the right to inspect and confiscate any electronic devices, issued to or used by employees, found to be in violation of Company policy.

The employer may request and maintain usernames, passwords, or other methods for the purpose of accessing an employer-issued electronic device. The existence of and use of usernames and passwords or other methods is not an assurance of confidentiality or privacy of employee electronic communications. All business systems and employer-issued equipment must be used for appropriate and lawful business purposes only.

### *Media contacts*

Employees should not speak to the media on employer's behalf without contacting the employer directly. All media inquiries should be directed to the employer.

### *For more information*

If you have questions or need further guidance, please contact your employer or human resources representative.

## **Use of the Company Telephone**

Telephone facilities are required to conduct our Company business during working hours. Circumstances come up occasionally where it is necessary to make or receive personal telephone calls during business hours, but they should be limited in both length and frequency.

## **Use of Cellular Phones**

All employees shall abide by the following cell phone usage rules:

1. Do not receive or make calls or text message on a business owned cellular phone or personal cellular phone while driving a motorized vehicle on Company time, even if it is a hands-free device (such as a Bluetooth device) that may comply with the law.
2. You are required to pull over to a safe spot off the road when you receive or need to make a call while driving.
3. Under no circumstances is an employee to use their personal cellular phone or personal hands-free device for business purposes, unless authorized by CTFF. Business issued cellular telephones and hands-free devices will remain CTFF property and may not be used for personal reasons. You are not to provide customers with any personal cellular or home



telephone numbers and must use only the business provided cellular telephone and/or the office business telephones. All business transactions are to be conducted using business telephones only. You will not be reimbursed for any personal cellular phone expense, unless use of your personal cellular phone was authorized by CTFF. Upon the ending of your employment for any reason, any issued business cellular phone and hand-held devices must be returned immediately.

4. The employer reserves the right to review all business owned cellular phone activity of its employees at any time. This includes the employee's use of their personal cellular telephone for business-related purposes. The employer's ability to monitor an employee's communication may not be limited by any reasonable expectation of privacy. The employer is hereby putting the employee on notice that their use of a business owned or personal cellular telephone, as defined in this policy, could potentially be monitored for the existence of objectionable communication, including, but not limited to, texting and the sending and receiving of photos or images, as defined in this policy.
5. If the employee is found to have violated this cell phone policy, the employee will be subject to appropriate disciplinary action, up to and including possible termination of employment.

#### *Objectionable Cell Phone Activity*

If an employee is using a company issued business cellular telephone or using a personally owned cellular telephone for business-related purposes, the following shall constitute objectionable cell phone activity / communication while on the job or engaged in work:

- Non-work-related texting, email, social networking (as defined under the Company's Social Networking Policy) or blogging while at work is strictly prohibited;
- No disclosure of the company's confidential or proprietary information;
- No employee representation that your cell phone communications reflect the company's position or policy;
- No disclosure of personal information of other employees, customer and/or clients;
- No impersonations using information associated with other employees, customers or clients;
- It is strictly prohibited to text or send copies of company's logos/uniforms/brands;
- No implication by the employee, whether explicit or implicit, that the employee represents the company;
- No disclosure of customer, employee, student or client contact information;
- No acts involving bashing or discrediting company's customers or clients;
- No sexual or general harassing, defamatory remarks, sexually offensive remarks, unlawful discriminatory remarks or inappropriate use of language about other employees, customers or clients; and
- No taking and uploading of pictures/images of other employees, students, customers or clients in the workplace, including images or material from pornographic sites.

#### *Personal Cell Phone Use at Work*

Although CTFF may allow employees to bring their personal cell phones to work, we expect employees to not use them while on the job. However, the employee is free to use their personal cell phones while on a break, before or after work hours.

Employees must turn off the ringers on their cell phones while away from their cell phones. If you share a workspace with others, you must turn off the ringer on your phone while at work.

Employees must turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. Employees must also turn off their cell phones or leave their phones elsewhere while meeting with clients or serving customers.

It is inappropriate to interrupt a face-to-face conversation with a coworker in order to take a personal phone call. Remember, others can hear your cell phone conversations. Try to talk quietly, and save intimate discussions for another time.

Employees who violate this policy will be subject to discipline, up to and including termination.

### **Use of Camera Phones & Digital Equipment**

Employees may not bring cameras, video and audio recording devices, or digital devices, such as cell phones, MP3 players, or PDAs that have recording capability, to any of the following areas: restrooms, locker rooms, changing rooms, labs, classrooms, or any area where a reasonable expectation of privacy is expected.

#### *No Use of Camera Phones and Other Recording Devices at Work*

Employees may not use any cameras, video and audio recording devices, or video or recording features of cell phones, MP3 players, PDAs or other digital devices that contain such capability, at work without prior authorization from the employer.

#### *Guidelines for Camera Use*

If an employee has received authorization from CTFF to use cameras, camera phones, or other digital devices to capture photos or video on Company property or at Company events, they must follow these rules:

1. Employees may take pictures of other employees, customers, clients, or visitors only with their express permission. If you intend to publicize the pictures -- for example, by posting them on the Internet, using them in a company newsletter, or submitting them to a photography contest -- you must disclose this to the people whose picture you are taking. If, after taking the pictures, you decide to publicize them in some way, you must obtain permission to do so from the people who appear in them. CTFF has authorization forms for this purpose and can be obtained from the employer or the human resources department / manager.
2. Employees may not take pictures of Company trade secrets or other confidential information. This includes, but is not limited to, list the most common types of trade secrets your company has, such as customer lists, vendor lists, student lists, pricing information, or any other information or documentation that is considered confidential in nature, as defined in this handbook.

3. Employees may not take pictures of students or children at school sites serviced by CTFF and/or upload any pictures of images of students or children on the Internet.
4. Employees may not take or use pictures to harass, embarrass, or annoy others. All Company policies -- including the Company's policies on harassment, discrimination, and professional conduct -- apply to workplace photographs.
5. If you have any questions about whether it's appropriate to take a photograph at work or use a workplace photograph in a particular way, please ask your supervisor.

Violations of the Company's Camera Phone and Digital Equipment policy will subject an employee to disciplinary action, up to and including termination of employment.

### **Attendance / Absenteeism / Tardiness Standards**

For the sake of this Employee Handbook, we will consider an absence as any unscheduled time lost from work, except paid time off, sick time, or any statutory leave of absence.

Top production is necessary to keep the company operating smoothly. Therefore, it is essential that your attendance be regular and punctual. If you must be absent from work due to illness or other reasons, we ask that you notify your immediate supervisor before work begins. When reporting your absence, please try to give your expected date of return. A minimum twenty-four (24) hour notice is requested and preferred prior to an absence, considering the nature of the work.

Absenteeism and tardiness places a burden on other employees and the business. In the instance when an employee cannot avoid being late to work or unable to work as scheduled, the supervisor should be notified immediately, in advance, of the anticipated tardiness or absence.

Repeated or excessive absences and tardiness may result in disciplinary action, up to and including possible termination. Based on the employee's experience and history, termination of the employee will be at the discretion of the employer. After the third (3) consecutive absences utilizing time off without pay, the California Teaching Fellows Foundation reserves the right to request documentation to support the unscheduled absences.

California Teaching Fellows Foundation may request that a physician's statement be submitted as reasonable evidence of an illness, except under circumstances where an employee is observing paid sick time, or disability.

### **Absence without Notice**

After two (2) consecutive days of absence without notice, an employee may be presumed to have voluntarily quit and will be automatically removed from the payroll. At the discretion of the employer, mitigating circumstances may be considered when evaluating the reasons for absence without notice.

### **Appearance**

CTFF's Appearance Policy recommends appropriate work attire that prioritizes staff safety based on work assignment and location. This appearance policy is consistent with the goals of equal opportunity and avoids-unlawful discrimination based on State and Federally protected characteristics. It is the employee's responsibility to use good judgment in choosing their attire,

and when doing so, should consider their job performance and role within the company.

Employees are expected to present a clean and neat appearance during business hours. Employees who arrive to work inappropriately dressed will be sent home and directed to return to work in proper attire suitable to their position within the company. Under such circumstances, employees will not be compensated for their time away from work. Repeated offenses will be subject to disciplinary action, up to and including termination.

Reasonable accommodation will be provided to individuals with religious or medical reasons for their appearance or attire, as long as such accommodation does not pose an undue hardship upon the organization.

### **Teaching Fellows, Site Lead & Assistant Site Lead Personnel**

The following attire shall apply to personnel whose regular work assignment is at a school site:

Examples of **APPROPRIATE** attire and appearance for Teaching Fellows, Site Leads and Assistant Site Leads include:

- CTFF name badges (must be worn at all times while on-site)
- Denim-style jeans (must be free of rips/tears/holes)
- Skirts, shorts, and dresses that are knee length (when in a seated position, dresses and skirts should be of a length that present a comfortable, non-provocative, and non-revealing appearance)
- Program polo shirts/t-shirts or company-purchased polos, button-up shirts, casual shirts, or school spirit shirts (tucked in, preferred)
- Footwear: casual dress shoes or sneakers/sport-type recreational shoes
- Headwear: With the prior approval of the site lead, Teaching Fellows engaged in outside recreational activities are allowed to wear appropriate headwear, such as hats, caps, or head coverings and headwear that displays program logos, company logo, and school mascots are preferred

Examples of **INAPPROPRIATE** attire and appearance for Teaching Fellows, Site Leads, and Assistant Site Leads:

- Clothing that appears to be in disrepair (torn, faded or worn)
- Jeans that present the appearance or style of being torn, faded, damaged, baggy, wrinkled, bleached, worn below the waistline, or too long at the ankle
- Attire that is too revealing or provocative, such as clothing that is tight-fitting or reveals excessive skin or cleavage
- Clothing with inappropriate or offensive words, phrases or images, including any clothing item containing political statements or messaging
- Halter-tops, stretch pants, see-through leggings, crop tops, or miniskirts
- Tank tops, spaghetti strap shirts and dresses.
- Shorts or dresses above mid-thigh level
- High-heels, Ugg style boots, slippers, sandals, flip-flops, Croc style shoes, platform heels, or open-toed shoes
- Sport-style shorts or gym-style clothing
- Hair styles which appear wild, untamed or overly teased
- Hair dyed in unnatural colors that is not acceptable by your school site

- Nail length that does not comfortably and safely allow you to perform your job duties or that is not acceptable by your school site
- Visible tattoos that are below the shoulders that contain offensive words, messages, slogans or pictures; including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability or national origin and/or may be perceived to be gang-related shall be covered during work hours
- Facial piercing shall not be bigger than 3mm in size. If the facial piercings are disruptive or causing a problem, you may be asked to remove them
- Clothes noticeable of odors, such as smoke, not limited to cigarettes and marijuana
- Use of cologne or perfume that results in an adverse reaction with students or other employees, such as an allergic reaction
- Unapproved headwear, including hats or caps worn backward

### **Main Office Personnel**

The following attire shall apply to personnel whose regular work assignment is at the company's main office.

Examples of **APPROPRIATE** attire and appearance include **Professional Business Attire** or **Business Casual Attire**.

- **Professional Business Attire**
  - Professional business dresses or suits
  - Dress shirts (coordinated, clean, pressed)
  - Medium sole-leather dress shoes, loafers, pumps, any current style with a low or stacked heel not higher than 4 inches
- **Business Casual**
  - Blouses and knit tops that are neat and pressed
  - Khaki-style slacks, dress pants, or shorts that are neat and pressed
  - Denim style jeans that are free of rips/tears/holes (with the exception of partner meetings or events)
  - Tailored jackets, sweaters, company polo shirts or tshirts, sweatshirts, quarter zip jackets (including items from the CTFF merch store such as Care Crew shirt/sweatshirt), collared buttoned casual dress shirts, or vests (coordinated with a short or long-sleeved shirt)
  - Sneakers (neat, clean, in good condition) or casual dress shoes including open-toe, loafers, backless, business casual slip on sandals/shoes (with the exception of visit to a school site)

Examples of **INAPPROPRIATE** attire and appearance for main office personnel include:

- Casual sandals, flip-flops, Birkenstock-style sandals, platform heels, or sneakers that are not in good condition
- Spaghetti strap tanks or dresses
- Shorts or dresses above mid-thigh level
- Clothing that appears to be in disrepair (torn, faded, or worn)
- Attire that is too revealing or provocative, such as clothing that is tight-fitting or reveals excessive skin or cleavage
- Clothing with inappropriate or offensive words, phrases or images, including any clothing item containing political statements or messaging
- Halter-tops, stretch pants, see-through leggings, crop tops, or miniskirts

- Hair styles which appear wild, untamed or overly teased
- Facial hair which appears ungroomed or unshaven (for men)
- Facial piercing shall not be bigger than 3mm in size. If the facial piercings are disruptive or causing a problem, it may be requested that you remove them
- Headwear, such as hats or caps
- Visible tattoos that are below the shoulders that contain offensive words, messages, slogans or pictures; including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability or national origin and/or may be perceived to be gang-related shall be covered during work hours
- Clothes noticeable of odors, such as smoke, not limited to cigarettes and marijuana
- Use of cologne or perfume which results in an adverse reaction with students or other employees, such as an allergic reaction
- Any clothing item containing political statements or messaging

## **Professional Development**

The California Teaching Fellows Foundation organizes and holds regular professional development sessions throughout the year. These sessions are designed to provide ongoing professional development to all employees and are scheduled in advance to allow employees ample opportunity to coordinate their school or personal schedules. Attendance at these sessions is considered mandatory and part of an employee's usual and customary duties to be present.

If an employee is unable to be present during a session, the employee must submit a time off request form at least two weeks prior to a scheduled session providing a reasonable explanation for their absence, as well as notify their immediate supervisor, unless such absence is covered under paid sick leave, in which instance, notice shall be provided as consistent with therein. Conflicts with another job or taking a personal day off are considered to be, but not limited to, unreasonable explanations to be absent. For an absence to be considered excused the employee's time notification must be approved.

Should an employee provide insufficient notice of their absence, nor provide a reasonable explanation for their absence, nor call or show up to a session, or not receive an approval of their request to be absent, an employee's absence shall be considered unexcused. Unexcused absences will result in a progressive form of discipline. Please reference the company's Attendance / Absenteeism / Tardiness Standards on Page 61 in this Handbook.

### *Professional Development as a Class*

College or university level academic units/credits may be earned during some semesters. An individual, who is part of the Teaching Fellows Program, is registered for the Teaching Fellows Academy as a class, and earning college or university units / credits, is responsible to fulfill their obligation to the class like any other college course. Leaving the Teaching Fellows Program early does not automatically remove you from the Saturday Academies class roster.

## **Confidentiality**

All employees of California Teaching Fellows Foundation are required to respect and maintain the confidentiality of all information of a confidential, proprietary or secret nature which is or may be either applicable or related to the present or future business of the Company, its research and development, or the business of its customers to which the employee may be given access in

carrying out responsibilities and duties both during and after employment with California Teaching Fellows Foundation. Such trade secret information includes, but is not limited to, devices, inventions, processes, compilations of information, records, specifications and information concerning customers and/or vendors. Other confidential information may include, but not limited to, business documents, reports, records, files, correspondence, and communications.

None of the aforementioned may be copied or removed from the business premises of California Teaching Fellows Foundation. All employees are expected to show the highest regard for the privacy of each client and will strictly observe the confidentiality of records and other information associated with a client.

Confidentiality is essential to the sound relationship with our clients. It is also a legal and ethical matter of the utmost importance. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of business operations. Care should be taken to prevent confidential discussions from being overheard by other clients, the public or staff members who are not involved (i.e., discussing problems in the hall or reception area). Employees shall not disclose any of the above mentioned trade secrets, directly or indirectly, or use them in any way, either during the term of your employment or at any time thereafter, except as required in the course of your employment with California Teaching Fellows Foundation.

Any discussion of confidential information outside the business premises or similar violation of these standards will result in disciplinary action, up to and including possible termination.

### **Reference Checks**

Employment information about past or present staff members of California Teaching Fellows Foundation is strictly confidential and should not be communicated to anyone who does not have legitimate interest in the information. Therefore, all employment reference requests or inquiries must be directed to the Chief Executive Officer or the Director of Personnel of California Teaching Fellows Foundation. The only information that California Teaching Fellows Foundation will divulge may be the staff member's name, job title, and/or dates of employment.

### **Employee's Personal Property and Privacy**

For your protection, employees are discouraged from bringing personal luggage, parcels or bags to work, and are advised to keep the personal belongings you carry with you to a minimum. Employees are encouraged to use good common sense and take steps to safeguard purses and wallets at all times. California Teaching Fellows Foundation will not be held responsible for items which you may leave unsecured or overnight at our business site or property.

### **Company Property**

You are expected to use proper care when using the Company's property and equipment, including the following of all Company safety rules and practices. Under any conditions shall Company property and/or equipment be removed from the premises or used for personal reasons without the express authorization of the Chief Executive Officer.

Any Company property and/or equipment assigned to an employee may be inventoried. Such an inventory shall include, but not limited to, the items being assigned, model and serial numbers, their replacement value, and the date they were assigned. All employees are required to promptly report any lost, stolen, or damaged technology equipment, including laptops, smartphones, and any other

company-issued devices, to their immediate supervisor or the IT department. In certain cases, employees may have the option to use tracking devices, subject to opt-in agreements and terms provided by the organization, to assist in locating lost items. Replacement fees for lost or damaged equipment will be assessed according to the organization's fee schedule, with fee waivers possible under specific circumstances such as theft with a filed police report or equipment malfunction not caused by a dishonest or willful act or by the gross negligence of the employee.

Employee's assigned Company property must surrender such property upon demand and/or at the time your employment terminates. All Company property must be returned clean and in good repair, less normal wear and tear.

We ask that you not loan out or allow non-employees, family members, or even other co-workers access to any Company equipment issued to you. Remember, Company property is intended for business purposes only and should not be used for personal reasons under any circumstances.

We reserve the right to take any lawful action to recover or protect our property.

### **No Solicitation & Distribution**

The conducting of non-Company business, such as canvassing, collection of funds, pledges, circulation of petitions, solicitation of memberships, or any other similar types of activity is not permitted during the working time or either the employee doing the soliciting or being solicited or at any time in working areas.

The distribution of non-Company literature, such as leaflets, letters, or other written materials by an employee is not permitted during the working time or either the employee doing the distributing or the employee to whom the non-Company literature is being distributed, or at any time in working areas.

These guidelines also apply to solicitation by electronic means. Solicitation or distribution of any kind by non-employees on Company premises is prohibited at all times. Nothing in this section prohibits employees from discussing terms and conditions of employment.

"Working time" is the time an employee is engaged or should be engaged in performing his or her work tasks for California Teaching Fellows Foundation.

### **Workplace Violence**

California Teaching Fellows Foundation is firmly committed to providing a workplace that is free from threats or acts of violence, and to protecting its employees from such conduct on its premises from co-employees or others. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on company business. This policy applies to all employees, including managers, supervisors, and non-supervisory employees. California Teaching Fellows Foundation has zero tolerance for employees who make threats, engage in threatening behavior, or commit acts of violence against employees, visitors, guests, customers or other individuals. In addition, California Teaching Fellows Foundation is committed to preventing violent or threatening behavior on company premises by non-employees, such as visitors, guests, customers, or family members of employees.



Keeping the workplace free of violence can only be accomplished if every employee takes personal responsibility for being aware of and reporting potentially violent behavior. Therefore, California Teaching Fellows Foundation requires all employees to report any incident involving threats or acts of violence immediately to their supervisor or human resources representative. The supervisor must report the matter immediately to the business owner who will investigate the matter and take appropriate corrective action. This may include disciplinary action against employees who are found to have violated this policy, up to and including immediate dismissal.

Employees should also notify their supervisors if any restraining order is in effect, or if a potentially violent situation exists outside of work that could result in violence in the workplace. Employees who become aware of any other workplace security hazards or who have suggestions for increasing security in the workplace should also speak with their supervisor or the human resources representative. Employees making reports as required or encouraged by this policy will not be retaliated against and California Teaching Fellows Foundation will not tolerate any such retaliation.

### **Whistleblower Protection**

If an employee reports conduct in the organization that the employee has “reasonable cause” to believe is illegal, the employee is protected by law from retaliation by the employer or from actions with a former employer, and is further protected from retaliation from employees or the employer who refuse to participate in any activity that may result in violations of the law.

When potential whistleblower activity has been disclosed, the employer is to immediately communicate with the whistleblower to: (1) collect facts about the employee’s concerns; and (2) reassure the employee that his or her concerns are important and will be investigated immediately and thoroughly. The employer will be proactive and objective in its process of an investigation.

## COMMUNICATIONS

### **Resolving Employee Complaints**

Our Company is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of our workers. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence.

Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to their immediate supervisor or the human resource department. Any supervisor, manager, site lead, or site liaison who receives a complaint about, hears of, or witnesses any inappropriate conduct is required to immediately notify the Director of Personnel.

Inappropriate conduct includes any conduct prohibited by our policies about harassment, discrimination, discipline, workplace violence, health and safety, wages and hours, and drug and alcohol use. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. Once a complaint has been made, the Director of Personnel will determine how to handle it. For serious complaints, we will immediately conduct an immediate, thorough, objective, and complete investigation.

We expect all employees to cooperate fully in Company investigations by, for example, answering questions completely and honestly and giving the investigator all documents and other material that might be relevant. All complaints will be handled on a need-to-know basis. When the investigation is complete, the Company will take corrective action, if appropriate.

We will not engage in or allow retaliation against any employee who makes a complaint or participates in an investigation. If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, report the conduct immediately to the Director of Personnel.

Difficulties in using this complaint procedure should be brought to the attention of your immediate supervisor or the Company's human resource department.

### **Open Door Policy**

We strongly believe in an open door, open communication policy and feel it is an important benefit to us, as well as to other employees. This policy, we believe, will allow employees to come forward and discuss their problems with their direct supervisor, in order to resolve the issues quickly and efficiently. However, if your immediate supervisor is not able to satisfy your questions regarding the interpretation of application of this Handbook or any other work place issue, then it is recommended that you contact the next higher level of supervision, such as the Chief Executive Officer or Director of Personnel.

If an employee has or foresees a problem which may interfere with that employee's ability to adequately perform his or her responsibilities, the employee should discuss the matter with his or her supervisor or with the Chief Executive Officer or Director of Personnel as soon as possible.

## **Interest-Based Mediation**

Interest-Based Mediation is based on the assumptions that ongoing interaction enhances relationships and that both parties can benefit through constructive conflict resolution. The parties should help make every effort to achieve a win-win situation as a result of open and honest information sharing toward successful problem solving, setting aside individual positions while identifying individual interests. Sharing interests leads to discovering mutual interests and enriches the development of cooperative options in place of coercive demands. Concisely, the following steps will be used:

- Define the issue(s) to be discussed requiring resolution by consensus of the parties;
- Identify and share interests for each issue or problem identified;
- Develop options as solutions that satisfy one or more interests on a given issue, and require consensus of both (all) parties to implement;
- Select options through strategic decision making, based on goals to be achieved and the costs involved;
- Get commitment to proposed solutions / resolution by obtaining consensus, always searching for what is fair in the process with specific language;
- Both/all parties sign written agreement expressing their mutual understanding of the proposed solutions with specific time set for evaluation of results;
- At agreed time, evaluate the results, process used, and performance of parties; and
- If anticipated results not achieved, make any adjustments in agreement and sign revised agreement as necessary. If results were achieved, celebrate accordingly and appropriately.

### Performance Appraisals

You may receive a performance appraisal from your supervisor at the end of your introductory period. Thereafter, appraisals will be scheduled at or near your employment anniversary date. The performance appraisal is a vehicle for your supervisor to discuss your general performance. It will cover your strengths as well as ways in which you may be able to improve. It is also an opportunity for you to discuss your job concerns, job development goals, and whether or not continued employment would be in your and our mutual best interests.

At our sole discretion, we may grant a merit increase after your anniversary performance appraisal based on the appraisal's results.

### Site Observations

Site liaisons may conduct site observations at the schools in which they directly supervise or oversee. Site observations provide valuable feedback to site leads and Teaching Fellows regarding their use of teaching and tutoring strategies, classroom management, and implementing lesson plans. Interns can utilize this feedback to help them become more productive classroom tutors, as well as improve on their overall professional development.

### Paraprofessional Exam

The paraprofessional exam is designed to measure an individual's skills in reading, writing, and mathematics. It also measures an individual's ability to apply said skills in a public classroom environment. Employees looking to be assigned to a school site must show evidence of the following:

1. Completed forty-eight or more college or university level units; or
2. Successfully passed the California Paraprofessional Exam.

### Site Placement

Before an employee is assigned to a school site, California Teaching Fellows Foundation must have all pertinent information and documentation relating to your employment, including review and verification of a criminal background check (fingerprinting), reference checks, Tuberculosis test results (must be free of any TB), taking of the paraprofessional exam (if applicable), and academic transcripts. Once this has been done, a Teaching Fellow recruiter will schedule an interview between you and the administrative staff and/or site lead of the program site being considered. It is highly recommended that an employee prepare for their interview. The following is a list of recommendations:

- Dress professionally;
- Make certain that the site lead has your most current schedule and bring extra copies with you;
- Be informed regarding the Teaching Fellow Program and your potential role at the school site;
- Be on time. Arrive approximately ten (10 minutes prior to your interview;
- Be prepared to share your experiences working directly with children, as well as your career goals to becoming a teacher; and

- Be prepared to request a copy of the school site's policies and rules or inquire about them should the principal not review them with you.

### *Changing Sites*

If you are considering changing job sites, you must complete a transfer request form. You should have a valid reason for your request. Transfer request forms can be obtained from the Company's human resource department.

It is recommended that you consult with the Director of Personnel before making a decision to change school sites. Transfer requests will be reviewed based on a number of factors, which include staffing requirements, work scheduling, and the nature of the request.

### **Employee Safety and Health**

Our Company takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

1. Horseplay, roughhousing, and other physical acts that may endanger employees, students or other individuals that may be present or cause accidents are prohibited.
2. Employees must follow their supervisors' safety instructions.
3. Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. Your supervisor will tell you if you fall into one of these categories.
4. All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor. The Company will look into the matter promptly.
5. Follow all Company safety rules and policies, including those safety rules and policies at assigned program sites.
6. All employees must immediately report any workplace accident or injury to the Company's human resource department.

We make every effort to provide a safe working environment for our employees. No one will knowingly be required to work in an unsafe manner. Safety is every employee's responsibility. Therefore, you are requested to point out potential hazards and do everything reasonable to keep the Company a safe place to work.

### *Safety Standards at Schools Sites*

If you are assigned to work at a school site or your job duties entail you engaging in some form of work at a school site, you are required to follow all health and safety standards as outlined by the school site. An employee should familiarize themselves with the school site's health and safety standards by requesting a copy of their regulations / policies. An employee should also be aware of where the school posts their state and federal mandated postings, which may include the school's health and safety policies.

### *Accidents, Illnesses & Reporting Requirements*

As outlined in Cal/OSHA regulations, any injury that requires medical treatment beyond first aid, and all occupational illnesses, must be investigated, recorded, and reported. If an injury, illness or accident occurs on the job, no matter how slight, report it immediately to your supervisor or

employer. It is the responsibility of California Teaching Fellows Foundation to immediately respond to work-related injuries, illnesses, or accidents. Failure to report could affect a subsequent Worker's Compensation claim for the injured or ill employee, delay treatment to the injured or ill employee, and may concurrently lead to disciplinary action, up to and including termination of employment.

You can use OSHA Form 301: Injury and illness Report, to report an illness and/or injury. Safety forms may be found with the Director of Personnel or with your immediate supervisor. Submit your report to your supervisor immediately when completed.

### *First Aid*

First aid kits are located in strategic areas, accessible to all appropriate personnel, and are periodically inspected and maintained. If a first aid situation exists and you are not certain how to handle it, ask your immediate supervisor to call for help immediately. In case of emergency, the direct dial number is 9-1-1.

### *Return to Work After Serious Injury or Illness*

As a joint protection to the employee and California Teaching Fellows Foundation, employees who have been absent from work because of serious illness or injury are required to obtain a medical professional's release specifically stating that the employee is capable of performing his or her essential duties or assignments and identify any accommodations needed, if any.

A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks or one which may limit the employee's future performance of his or her essential duties or assignments. In some cases, state disability may be communicated or ordered by the employee's doctor. In this case, the employee is responsible for generating the appropriate paperwork with the doctor in order to qualify for state disability benefits.

California Teaching Fellows Foundation's management shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

California Teaching Fellows Foundation will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

### *Smoke Free Workplace*

California Teaching Fellows Foundation does not allow smoking, which includes vaping and smokeless tobacco, inside its premises at any time. We have provided designated smoking areas for employees that need to smoke or use other tobacco-related products. Smoking is allowed only during rest and lunch periods or after working hours. California Teaching Fellows Foundation does not knowingly or intentionally permit the smoking of tobacco products by employees and non-employees in an enclosed space at any place of employment as defined by California law.

### **In Case of an Emergency**

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety, as well as the safety of any students or children under your supervision. In the event

of an emergency causing serious injury, IMMEDIATELY DIAL 9-1-1 to alert police and rescue workers of the situation. After calling 9-1-1, alert CTFF of the situation right away.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. If you are located at a school site, follow emergency procedures outlined for your school site and evacuate any children under your care to your assigned location on campus. Remember to keep students calm and orderly all the while.

In case of an emergency, remember that every second may count -- don't return to the workplace to retrieve personal belongings or work-related items if the building is considered or ordered unsafe. Once you have exited the building, head toward the main parking lot or designated Company rally point.

Our Company keeps emergency supplies on hand. First aid kits are located in the employee lounge. Fire extinguishers can be found throughout the main office. Earthquake preparedness kits are kept in the employee lounge. We also keep a supply of flashlights in every office and the front desk.

### **Health and Welfare Benefits**

Benefits provided to you by the employer may change from time to time. In order to stay up to date on the type of benefits and services made available to you, it is recommended that you communicate with the Company's human resource department and request benefit brochure information, if such benefits and services are available.

### **Changes in Policy**

The policies contained in this Employee Handbook may be changed when, in the opinion of management due to business necessity, circumstances require it. It is our intention to reasonably inform you in advance with a notice in writing of any such changes. Management retains the right to unilaterally terminate or change policies contained in the Employee Handbook. Also, please stay in close communication with your supervisor to be sure you are up-to-date and recognize changes in policy. Such changes will not affect vested interests in any pension or retirement benefits if available.

Handbook Acknowledgement Form

TO: California Teaching Fellows Foundation

RE: Employee Handbook Acknowledgment

I understand that my employment with California Teaching Fellows Foundation is for an unspecified term and may be terminated at the will of either the Company or myself, with or without reason or cause, and with or without notice. No words or actions of the Company will be deemed to create an express or implied contract of employment or require the Company to have good cause for terminating my employment. No Company representative is empowered or authorized to modify this at-will relationship other than in a written contract signed by me and the Chief Executive Officer.

I have received a Company Employee Handbook. I understand that it is my responsibility to read and become familiar with the policies of the Company. If I have any questions regarding its contents or my status as an employee, I may forward them to the Chief Executive Officer or Director of Personnel of California Teaching Fellows Foundation.

I understand that while employed by the Company, I must comply with all Company policies and rules. I further understand that any rules, policies, and benefits described in the Employee Handbook may be modified or varied from by the Company at any time, except as required by law and except for the rights of the parties to terminate employment at-will. I understand that the policies contained in this Employee Handbook may be changed when, in the opinion of management due to business necessity, circumstances require it. California Teaching Fellows Foundation will reasonably inform me in advance with a notice in writing of any such changes. Management retains the right to unilaterally terminate or change policies contained in the Employee Handbook. Also, it is my responsibility to stay in close communication with my supervisor regarding any possible upcoming changes in policy. Such changes will not affect vested interests in any pension or retirement benefits if available.

I have reviewed the Employee Handbook and acknowledge receipt of a Handbook this date and will comply with all Company policies and conditions of employment.

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Employee's Signature

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Date

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Print Name



Handbook Acknowledgement Form

TO: California Teaching Fellows Foundation

RE: Employee Handbook Acknowledgment

I understand that my employment with California Teaching Fellows Foundation is for an unspecified term and may be terminated at the will of either the Company or myself, with or without reason or cause, and with or without notice. No words or actions of the Company will be deemed to create an express or implied contract of employment or require the Company to have good cause for terminating my employment. No Company representative is empowered or authorized to modify this at-will relationship other than in a written contract signed by me and the Chief Executive Officer.

I have received a Company Employee Handbook. I understand that it is my responsibility to read and become familiar with the policies of the Company. If I have any questions regarding its contents or my status as an employee, I may forward them to the Chief Executive Officer or Director of Personnel of California Teaching Fellows Foundation.

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I have reviewed the Employee Handbook and acknowledge receipt of a Handbook this date and will comply with all Company policies and conditions of employment.

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Employee's Signature

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Date

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Print Name