

REDWOOD COAST SENIORS, INC.

EMPLOYEE HANDBOOK

Revised and Approved

5-28-2010

Introduction

I. Term of Employment

Redwood Coast Senior Center, Inc. (RCS) is a 501(c)3 private, non-profit corporation. Employment is at will, and is consistent with the laws of the State of California. You may terminate your employment at any time, with or without cause and with or without notice. Your employer, RCS, may also terminate your employment at any time with or without cause and with or without notice. Nothing contained in this handbook or in other statements of RCS policy, evaluations and/or wage review shall be deemed to constitute an express or implied contract of employment or a promise or representation of continued employment unless expressly agreed and confirmed in writing by both the employee and the board of directors of RCS.

II. The Workplace Environment

No form of verbal, physical or sexual abuse, or harassment, will be tolerated at RCS and no form of discrimination based on race, national origin, religion, disability, pregnancy, age, military status, gender, or sexual preference will be tolerated.

Any sexually harassing or offensive conduct in our workplace, whether committed by supervisors, managers, employees or non-employees is expressly prohibited. This includes unwanted physical contact or conduct of any kind including sexual flirtation, touching, advances or propositions, verbal abuse of sexual nature, demeaning, insulting intimidating or sexually suggestive comments about an individual's body habits or dress; or the display of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, photographs, written, recorded or electronically transmitted material.

Employees believing that they have been subjected to any form of abuse or discrimination have the responsibility to report or complain to management immediately. Complaints are to be made to the employee's supervisor, department head or the Executive Director if the complaint involves an immediate superior.

If the complaints and allegations are found to have merit, appropriate remedial action shall be promptly undertaken. RCS prohibits retaliation against any employee for filing a report of discrimination or harassment or participating in the investigation of such act. If the investigation of a complaint demonstrates that the complaint was intentionally false, appropriate remedial action will be taken.

III. Hiring

RCS is an equal opportunity employer. There shall be no discrimination

in employment based on race, sex, religion, sexual preference, age, national origin, political affiliation, disability or military status.

Vacant positions may be filled from within the organization or recruited from the outside. Applicants may be interviewed and appointed by Department Managers with the approval of the Executive director.

The work of RCS may also be fulfilled by contractors who agree to perform services for RCS and are compensated per the terms of their contracts. Contracts shall be bound by signature of the Executive Director with the approval of the Board of Directors.

IV. Life Threatening Disease Policy

RCS recognizes that employees suffering from life-threatening diseases may wish to continue employment. RCS recognizes that it must provide a safe work environment for all employees, customers and visitors to its premises. Employees with life threatening diseases who are able to maintain acceptable performance levels in accordance with RCS policies and procedures and in whom the medical evidence indicates that the disease cannot be transmitted by casual workplace contact may be permitted to work. RCS will make reasonable accommodation to the employee's disability, consistent with applicable federal, state and local law. The employee is responsible for obtaining pertinent information from their physician so that the Executive Director can explore the type of reasonable accommodation that can be recommended, consistent with the needs of RCS established policy, business needs and applicable federal, state, and local law.

V. Employee Responsibility

A. Confidentiality

Information obtained from/and/or about a client/participant will be treated as confidential information and may not be shared with others except in the line of duty on a need to know basis. Personnel records are confidential and require authorization by the Executive Director or Business Manager prior to viewing.

B. Attendance/Absence

The normal full-time workweek for hourly employees is eight (8) hours per day, five (5) days per week Monday through Friday. Any variation from this schedule for a full time hourly employee must be approved in writing in advance by the immediate supervisor, business manager and/or Executive Director. A copy of the approved change of schedule shall be placed in the employee's personnel file.

Part time employees shall be assigned a schedule at the time of employment

and a copy of this schedule will be placed in the employee's personnel file.

Salaried full time management employees normally work an average of forty or more hours per week. Managers are encouraged to be flexible in arranging their work schedules to suit the flow of their work, and their own personal approach to completing management tasks. They are expected to consult with the Executive Director in arranging their individual work schedules.

Unscheduled absence shall be reported by 9:00 a.m. (or beginning of the first hour of their shift) of the first day of absence to the employee's supervisor, business manager and/or Executive Director.

C. Rest Periods/Lunch

Employees are authorized to take a fifteen (15) minute paid rest period after three (3) continuous hours of work, and if working six (6) or more hours in one day, a one-half hour lunch break during their work day, not counted as work time. Employees are eligible to eat lunch in the dining room at no cost.

If the job requires continuous presence, the employee may eat lunch at the duty station and this time is counted as duty time, subject to a written agreement with the Executive Director placed in the employee's file.

D. Safety/Accidents

All injuries or accidents occurring on the job must be promptly reported to management so that care may be given to the person involved and the action can be reported to the insurance carriers. Incident reports must be completed and submitted to the management as soon as possible.

E. Prohibition of Gratuities

All employees of RCS are prohibited from accepting valuable gifts, money or gratuities from clients of RCS.

F. Conflict of Interest and Nepotism Regulations

No person shall be a regular employee of RCS while a member of his/her immediate family or household serves on the Board of Directors or any committee of RCS supervising his/her job.

This prohibition includes husband or wife, son or daughter, father and mother, brother and sister, and in-laws of the same degree of relationship; stepchildren and any other person living in the same domicile.

G. Outside Employment

No employee of RCS shall engage in other employment that adversely affects or

detracts from their ability to effectively perform the duties of their position; or constitutes a conflict of interest with their employment at RCS.

H. Political Activities

No employee may engage in partisan political activities on RCS time, or use RCS's name to endorse a political candidate.

I. Drug and Alcohol Free Workplace

RCS shall be a drug and alcohol free workplace. No employee shall manufacture, distribute, dispense, possess, use or be under the influence of alcohol, drugs or controlled substances as defined in the Controlled Substance Act and Code of Federal Regulations, during working hours.

VI. Employee Compensation

A. Pay Periods

Pay periods are the 1st through the 15th, the 16th through the end of the month; pay checks will be issued on the 10th and 25th of the month, if this falls on a Saturday, Sunday, or holiday, checks will be issued the day before the applicable time. Pay periods may be modified with notice as necessary.

B. Salary Changes

Salaries will be reviewed at the time of preparation of the new fiscal year budget and will be consistent with funds available.

C. Overtime

Overtime is to be avoided where possible and must be approved in advance and in writing by the supervisor. When unavoidable, an hourly employee will be remunerated at one and a half (1 ½) times their hourly rate for time over eight (8) hours per day and/or forty (40) hours per week.

D. Salary Advances

Salary advances in an exceptional case may be granted by the Executive Director and shall be repaid by withholding the advanced amount from the employee's next paycheck.

E. Travel

Employees may be reimbursed for travel expenses including mileage, meals, lodging and other expenses incurred while traveling to fulfill job duties, conferences, and training related to their job effectiveness. In order to be eligible for reimbursement, such expenses must be pre-authorized in writing by the Executive Director.

VII. Employee Benefits

A. Health Insurance.

Regularly scheduled employees working thirty (30) or more hours per week may be provided with health insurance. A waiting period of ninety (90) days from date of eligible employment is imposed.

If hours of employment are decreased below thirty (30) hours per week or the person is terminated, the employee may elect to continue this insurance for eighteen (18) months at their expense as per COBRA regulations.

B. Workers Compensation Insurance

Workers compensation insurance is provided by RCS covering “on the job injuries”. Industrial injuries are to be reported to management promptly so that an Incident Report may be completed and care arranged.

C. Disability Insurance

State Disability Insurance covering off-job disability is. This replaces a portion of wages lost due to a non industrial injury or illness.

D. Vacation

Regularly scheduled will accrue vacation time from the date of hire at the following rate:

Hourly employees - 15 days/year
Salaried employees -20 days/year

Employees working less than forty (40) hours a week shall accrue vacation time at a rate proportionate to the number of hours worked per week; thus an employee working thirty (30) hours a week would accrue vacation time at 75% of the above rates. Vacation time should be expended annually. If this is not possible, accrual of vacation time up to two hundred (200) hours is permitted. Vacation time beyond two hundred (200) hours is forfeited. The Executive Director may elect to pay an employee directly for accrued vacation time with approval of the Board of Directors.

Vacation time must be requested in advance and scheduled with the approval of management. Holidays occurring during vacation leave are not to be charged against vacation time. Upon termination of employment accrued vacation time shall be subject to a lump sum payment to the employee.

E. Sick Leave

Sick leave will accrue from the date of hire. Full time employees will accrue sick leave at the rate of one (1) day per month; part time will accrue sick

leave proportionate to the number of hours per day worked. Sick leave may be accrued to a total of one hundred ninety two (192) hours.

Sick leave may be used for personal illness, Doctor's appointments or illness within the family, with administrative approval. Accrued sick leave can only be used for these designated purposes. No payment will be made for unused sick leave upon termination of employment. Absence due to illness, beyond each employee's allotted sick leave, will be uncompensated.

G. Sick Leave Benefits Upon Termination

No payment for unused sick leave days will be made upon termination of employment.

H. Emergency/Personal Necessity Leave

Solely at the discretion of the executive Director up to five (5) days of sick leave may be used for emergency or personal necessity leave.

I. Holidays

The following holidays are authorized with pay:

New Years Day	Veterans Day
Martin Luther King's Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
December 24, 25, 26	Memorial Day
One Personal/Floating Holiday	Independence Day
Labor Day	

Paid holidays falling on the weekend shall be observed on Friday or Monday as appropriate. Holiday benefits for employees are paid based on their work schedule. Floating holiday may be scheduled with the approval of the Executive Director, it must be taken annually based on the date of employment.

J. Other Paid Leave

Jury leave with pay will be granted, jury pay to be deducted from remuneration except mileage. Military leave up to two (2) weeks annually may be authorized less military pay. Vacation and sick pay benefits and group insurance will continue during this period.

K. Unpaid Leave

Solely at the discretion of the Executive Director an employee may be granted a personal leave without pay.

Section VII Employee Files and Records

Each employ file shall contain:

- a. Employment application and resume
- b. Job description
- c. W-4 form
- d. INS form I-9, 9 [for those hired after 11-6-86]
- e. Salary/wage information
- f. Personnel action notices
- g. Other documents or information deemed appropriate

This file is confidential and subject to “need to know”. The content may be reviewed by the employee and management. The employee may authorize in writing, any part of the file to be released to a person they designate. Management may not release any part of the file without the employee’s written consent.