

COLLEGE GREENS SWIM AND RACQUET CLUB

Employee Handbook

Approved and Effective November 18, 2019

TABLE OF CONTENTS

INTRODUCTION	4
EQUAL EMPLOYMENT OPPORTUNITY POLICY	4
EMPLOYMENT AT WILL	4
POLICY AGAINST HARASSMENT	5
EMPLOYMENT APPLICATIONS	6
PROOF OF RIGHT TO WORK	6
WHISTLEBLOWER POLICY	6
EMPLOYEE CLASSIFICATIONS	7
HOURS OF WORK, OVERTIME, AND PAY DAY	8
VACATION/PERSONAL TIME OFF POLICY	12
HOLIDAYS	12
SICK LEAVE	12
LEAVES OF ABSENCE	14
EMPLOYEE BENEFITS	16
OPEN DOOR	17
PERFORMANCE EVALUATIONS	17
PERSONNEL RECORDS	17
DRESS AND GROOMING STANDARDS	18
CGSRC PROPERTY; CONFIDENTIAL INFORMATION	18
SAFETY PROGRAM	18
SOLICITATION, DISTRIBUTION AND BULLETIN BOARDS	18
INSPECTIONS AND SEARCHES FOR PROHIBITED MATERIALS AND FOR CGSRC PROPERTY ON CGSRC PREMISES	19
TECHNOLOGY USE AND PRIVACY	21
SOCIAL MEDIA POLICY	24

EMPLOYMENT OF RELATIVES	25
NON-FRATERNIZATION	25
VEHICLE USE	26
SMOKING	26
CELLULAR PHONE POLICY	26
CONFLICTS OF INTEREST	26
PRIVATE SWIM LESSONS	27
DRUG-FREE WORKPLACE	27
POLICY CONCERNING VIOLENCE IN THE WORKPLACE	31
TERMINATION, DISCIPLINE, AND RULES OF CONDUCT	32
EXTERNAL COMMUNICATIONS	35
REFERENCES	35
ACKNOWLEDGEMENTS	36-37

INTRODUCTION

It is our pleasure to welcome you as an employee of the College Greens Swim and Racquet Club (CGSRC). We value each one of our employees, and we hope that you find your work here rewarding and satisfying.

This handbook describes in general terms some of our employment guidelines and policies. This handbook is not intended to be a contract of employment (express or implied). This handbook supersedes and replaces any and all prior employee handbooks or policy manuals that may have previously been in effect. CGSRC reserves full discretion to add to, modify, or delete provisions of this handbook and/or benefits, or the policies and procedures on which they may be based, at any time, with or without advance notice. This handbook applies to all CGSRC employees, whether the employee is working at the CGSRC-maintained office or from a home office.

This handbook is the property of CGSRC, and it is intended for your personal use and reference as an employee of CGSRC. Circulation of this handbook outside of CGSRC requires the prior approval of CGSRC's Board President or Vice President.

After reviewing the handbook, please sign the acknowledgment forms at the back of the handbook and return them to the Board President or Vice President. This will provide CGSRC a record that you received the handbook and are aware of its policies.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is CGSRC's policy to provide equal employment opportunity for all job applicants and employees. CGSRC does not unlawfully discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, transgender status, sex stereotype, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, political ideology, status as a victim of domestic violence, sexual assault or stalking, socioeconomic status (including enrollment in a public assistance program), or any other basis protected by local, state, or federal laws, ordinances or regulations. CGSRC also makes reasonable accommodations when required by law. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, disciplinary action, and social and recreational programs. It is the responsibility of every supervisor and employee to conscientiously follow this policy.

EMPLOYMENT AT WILL

Your employment with CGSRC is not for any particular or definite term or duration. During the course of your employment, you are free to quit CGSRC at any time for any reason or no reason, and CGSRC reserves the right to terminate you in the same manner. Thus, both you and CGSRC will have the right to terminate your employment at any time, with or without advance notice, and with or without cause. Employees also may be re-assigned, demoted or disciplined, and the terms of their employment may be altered at any time, with or without advance notice and with or without

cause, at the discretion of CGSRC. This is called "employment at-will" and no one other than the CGSRC Board of Directors has the authority to alter this arrangement, or to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy.

POLICY AGAINST HARASSMENT

CGSRC maintains a strict policy prohibiting sexual harassment or any harassment because of factors such as race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, transgender status, sex stereotype, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information (including genetic information), family care or medical leave status, military caregiver status, military status, veteran status, marital status, domestic partner status, sexual orientation, political ideology, status as a victim of domestic violence, sexual assault or stalking, socioeconomic status (including enrollment in a public assistance program), or any other basis protected by local, state, or federal laws, ordinances or regulations. CGSRC strongly disapproves of and will not tolerate harassment of employees by directors, officers, supervisors, coworkers or any person involved in CGSRC operations. CGSRC will also make reasonable efforts to protect employees from harassment by non-employees in the workplace.

Prohibited harassment in any form will not be tolerated, including verbal, physical, and visual conduct, threats, demands, retaliation, or harassment based on any other protected basis. Examples of prohibited harassment include the following:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitation, or comments.
2. Visual conduct such as derogatory posters, videos, photography, cartoons, drawings, or gestures.
3. Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with work directed at you because of your sex, or any other protected basis.
4. Threats and demands to submit to sexual requests to keep your job or avoid another loss, and offers of job benefits in return for sexual favors.
5. Retaliation for having reported or threatened to report harassment.

You should report any incident of harassment promptly to the Board President of CGSRC who is responsible for consulting with the Board and legal counsel and investigating the matter.

Employees who receive complaints or who observe harassing conduct shall inform the Board President immediately. CGSRC emphasizes that you are not required to complain first to the Board President if the Board President is the person who is harassing you. In that case, employees may report the harassment to any Board member..

Every reported complaint of harassment will be investigated thoroughly, promptly, and in a confidential manner (circumstances permitting). In addition, CGSRC will not tolerate retaliation against any employee for cooperating in an investigation or for making a complaint to the appropriate authority.

In the case of CGSRC employees, if harassment is established, CGSRC will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including termination, depending upon the circumstances. With regard to acts of harassment by non-employees, corrective action will be taken after consultation with the appropriate management personnel and legal counsel.

Mandatory sexual harassment training will be provided to employees as required by California law.

In addition to notifying CGSRC about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may file a lawsuit in court. The courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office at the locations listed in CGSRC's DFEH poster or by checking the DFEH website.

EMPLOYMENT APPLICATIONS

CGSRC relies upon the accuracy of information provided in the employment application, as well as the accuracy of other data presented by the employee throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions may result in CGSRC's exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

PROOF OF RIGHT TO WORK

Under federal law, all new hires must produce original documentation establishing their identity and right to work in the United States, and complete the required federal forms, swearing that they have a right to work in the United States.

WHISTLEBLOWER POLICY

A whistleblower is an employee who reports an activity that he/she believes to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measure; the Board President and/or the Board of Directors are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws, including but not limited to fraudulent financial reporting or other activities that violate the policies of CGSRC.

If an employee has knowledge of or a concern of illegal, dishonest or fraudulent activity, the employee is to contact the Board President, unless the Board President is the target of the complaint, in which case the employee may contact any other member of the Board of Directors. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. CGSRC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments, or threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact his/her supervisor, the Board President, or another Board member. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact their supervisor.

EMPLOYEE CLASSIFICATIONS

Throughout this handbook, employees are classified in various ways, as set forth below.

I. By Number of Hours Worked

A. Full-Time Employees

Full-time employees are all those having a regular work schedule of 40 or more hours per week.

B. Part-Time Employees

Part-time employees are all those having a regular work schedule of less than 40 hours per week.

II. By Length of Employment

A. Temporary Employees

Temporary employees are those employees hired to work for CGSRC on special assignment with the specific understanding that such work will be completed within a short period of time. Temporary employees may be part-time or full-time. Individuals hired as temporary employees do not become regular employees after any particular period of time, but remain temporary employees unless and until notified in writing of a change of status. Temporary employees are not eligible for most CGSRC-sponsored benefits.

III. By Method of Payment

A. Salaried Employees

Salaried employees are all those who are paid a fixed salary and not by the hour. Method of payment does not determine eligibility for overtime pay.

B. Hourly Employees

Hourly employees are all those who are paid by the hour. Method of payment does not determine eligibility for overtime pay.

IV. By Eligibility for Overtime Pay

A. Non-exempt Employees

Non-exempt employees are all those who are entitled to overtime pay under state and/or federal law.

B. Exempt Employees

Exempt employees are all those who are not entitled to overtime pay under state and/or federal law. Exempt status will be determined by your supervisor or the Board President, with input from legal counsel.

HOURS OF WORK, OVERTIME, AND PAY DAYS

I. Hours of Work

CGSRC's business hours vary by season – please check with your supervisor. Employee work hours also vary depending on the nature of your job. Your supervisor will inform you of your expected work hours and break times.

II. Meal and Rest Periods

A. Rest Periods

CGSRC authorizes and permits non-exempt employees working at least three and one-half hours in a day to take a ten-minute, off-duty paid rest period for each four hours worked or major fraction thereof. Employees who work more than six hours in a day may take a second rest period. Employees who work more than 10 hours in a day may take a third rest period. Employees should take their rest periods in the middle of each work period to the extent it is practicable to do so, and not combine them with meal periods or skip them to leave work early.

B. Meal Periods

CGSRC provides non-exempt employees who work more than five hours in a day with an unpaid 30-minute, uninterrupted meal period starting no later than the end of the fifth hour of work. CGSRC provides non-exempt employees who work more than 10 hours in a day with a second unpaid 30-minute, uninterrupted meal period starting no later than the end of the 10th hour of work. Employees who work no more than six hours in a day may waive the first meal period. Employees who work no more than 12 hours in a day may waive the second meal period if they took their first meal periods. Employees are entitled, encouraged, and expected to take all meal periods provided under this policy and not waived. During meal periods, CGSRC will relieve employees of all duty and will not exercise control over employees' activities. Employees are free to spend their meal period time as they choose (consistent with any other CGSRC policies that may apply during off-duty time) and are free to leave the worksite. No supervisor may impede or discourage employees from taking meal periods provided under this policy.

III. Overtime

All non-exempt employees who work more than eight (8) hours in one workday or more than forty (40) hours in one workweek will receive overtime pay computed as follows:

- (1) Overtime at the rate of 1-1/2 times the employee's regular rate of pay for all hours worked in excess of forty (40) in any one workweek.
- (2) Overtime at the rate of 1-1/2 times the employee's regular rate of pay for the hours worked in excess of eight (8) hours in any one workday up to twelve (12) hours, and for the first eight (8) hours worked on the seventh day of work in any one workweek.
- (3) Overtime at the rate of double the employee's regular rate of pay for all hours worked in excess of twelve (12) in one workday, and for all hours worked in excess of eight (8) on the seventh day of work in one workweek.

Overtime will be computed on actual minutes worked, adjusted to the nearest 15-minute increment. Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked and therefore are not counted in making overtime calculations.

Non-exempt employees must obtain prior authorization from their supervisor before working any overtime. **Working unauthorized overtime may result in discipline or termination of employment.**

IV. Workweek and Workday

Unless otherwise provided:

1. The workweek on which overtime calculations will be based begins each Sunday at 12:00 a.m. and ends Saturday at 11:59 p.m.; and
2. Each workday on which daily overtime calculations will be based begins at 12:00 a.m.

Only actual hours worked count toward computing daily and weekly overtime.

V. Pay for Mandatory Meetings and Training

CGSRC will pay non-exempt employees for their attendance at mandatory meetings, lectures, and training programs under the following conditions:

- The meeting, course, or lecture is directly related to the employee's job; and
- The employee is required to attend such meetings, lectures, or training programs by his or her supervisor.

VI. Pay Days and Payroll Deductions

Paydays are every other Friday. If a regular payday falls on a holiday, employees will be paid on the preceding workday.

CGSRC will deduct required state and federal withholdings from your pay, as well as any court-ordered garnishments or attachments. Any errors in your paycheck should be immediately brought to the attention of your supervisor.

VII. Timekeeping

All non-exempt employees must keep timesheets in the form and with the amount of detail prescribed by CGSRC.

Accuracy in timekeeping is essential. Falsification of any information on time records is a serious offense that will result in disciplinary action, up to and including immediate termination.

VIII. Expense Reimbursements

Reasonable authorized expenses incurred at CGSRC's specific request will be reimbursed by CGSRC in accordance with any then-adopted CGSRC policy regarding such reimbursements. If you have any questions about what expenses are authorized and what expenses will be reimbursed, please direct them to your supervisor before you incur the expense.

IX. Lactation Policy

CGSRC accommodates lactating employees as required by California law. In general, that means providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

X. No Advances

CGSRC does not permit advances against paychecks or against any un-accrued paid leave time.

XI. Minor Employees

CGSRC complies with all state and federal laws applicable to the employment of minors under the age of 18. The following is current policy based on the law; however, CGSRC will follow all then-current law even if no longer consistent with this policy.

Employees under the age of 18 must have a work permit. Employees under the age of 18 must not work during school hours on a school day. CGSRC does not hire employees under the age of 15.

The following rules apply to employees under the age of 18.

Maximum Hours of Work

When school is in session, minor employees may work the following hours.

Employees Aged 16-17 Years (unless the employee has already graduated high school)

- Maximum of 4 hours per day on any school day other than Friday.
- Maximum of 8 hours per day on any non-school day or on a day preceding a non-school day.
- Maximum of 48 hours per week.

Employees Aged 15 Years

- Maximum of 3 hours per day on any school day.
- Maximum of 8 hours per day on any non-school day.
- Maximum of 18 hours per week.

When school is out of session, minor employees may work the following hours.

Employees Aged 16-17 Years

- Maximum of 8 hours per day.
- Maximum of 48 hours per week.

Employees Aged 15 Years

- Maximum of 8 hours per day.
- Maximum of 40 hours per week.

Permissible Scheduling of Work Hours

An employee who is 16 or 17 years old may work between the hours of 5:00 am and 10:00 pm. as long as it is not during school hours. An employee who is 16 or 17 years old may work until 12:30 a.m. on an evening preceding a non-school day.

An employee who is 15 years old may work between the hours of 7:00 a.m. and 7:00 p.m. from the Tuesday after Labor Day through May 31 of each year. From June 1 through Labor Day, the employee may work between the hours of 7:00 a.m. and 9:00 p.m.

XI. Shift Schedules for Pool-Related Positions

The Pool Manager will develop and post a written schedule that details each employee's shift(s) during a particular time period. The schedule is based on performance, attitude, seniority, quality and initiative on the full scope of duties, as well as on any legal limitations on hours for minors.

Each shift is scheduled to provide a well-staffed pool and protection for members using CGSRC facilities. Employees are required to work their scheduled shift, other than when an appropriate substitute is found as described in the Time Off policy below.

Employees should give their availability to the Pool Manager well in advance of the schedule being posted to avoid having to find a substitute. If the manager does not get any notification of your availability, then you will likely not get your preferred hours.

CGSRC also utilizes an electronic work schedule app that employees are encouraged to download and utilize. Any cost to download the app will be paid for by CGSRC. CGSRC will not pay for data related to utilizing the app.

VACATION/PERSONAL TIME OFF POLICY

A. Time Off Without Pay

CGSRC does not provide paid vacation time to employees. However, we understand that you may need to be away from work at times for vacation or other personal reasons. As such, CGSRC provides, in its sole discretion, time off without pay for employees who have worked for CGSRC for at least 30 days.

B. Vacation/Time Off Approval

All time off for vacation or other personal reasons not otherwise covered in this Handbook must be approved in advance by your supervisor. For time off other than sick leave, employees must find an appropriate CGSRC employee who will cover for them during their absence and notify the supervisor in advance regarding who will be covering for them. A supervisor may deny time off if the substitute proposed by the employee is not appropriate.

C. Vacation/Time Off Scheduling

Scheduling of vacations and other time off is to be done in a manner consistent with CGSRC's operational requirements. If practical, vacation requests should be submitted by employees to their supervisor for approval at least two weeks prior to the commencement of a vacation period. Vacation requests must be submitted in writing. In the event that two or more employees have requested vacations covering the same period and may not be absent simultaneously, supervisors will make every effort to approve requests in a fair manner, including alternating approval of vacation requests between such employees. However, seniority will be considered in such cases.

HOLIDAYS

CGSRC does not provide paid time off for holidays. In addition, due to the nature of CGSRC, you may be required to work on recognized holidays. Your supervisor will let you know your work schedule, including possible work on holidays.

SICK LEAVE

In order to help prevent loss of earnings that may be caused by accident or illness, CGSRC has established paid sick leave for all employees in accordance with California law.

A. Eligibility

An employee begins accruing paid sick leave under this policy upon his or her date of hire. Employees may use accrued paid sick leave beginning on the 90th day of employment. For the purposes of this policy, the leave year is the employee's anniversary year, beginning on their date of hire.

B. Accrual

All employees accrue one hour of paid sick leave for every 30 hours of work performed. Unused sick leave may be carried over from year to year. However, employees may not accumulate more than 24 hours of paid sick leave at any given time. Employees who reach the 24 hour cap will cease to accrue further paid sick leave hours until paid sick leave is used, at which point the employee will continue to accrue additional paid sick leave up to the cap.

D. Leave Usage

Paid sick leave may be used for the diagnosis, care (including preventive care), or treatment of an existing health condition of an employee and certain family members of the employee.

A family member includes a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. For purposes of this policy, a "child" means a biological or adopted child, a foster child, a step-child, a legal ward, or a child to whom the employee stands *in loco parentis*. Similarly, a "parent" under this policy means a biological or adoptive parent, a foster parent, a step-parent, an employee's legal guardian, a legal guardian of an employee's spouse or domestic partner, or a person who stood *in loco parentis* when the employee was a minor child.

Employees who are victims of domestic violence, sexual assault, or stalking also may use paid sick leave for treatment, assistance, and other purposes authorized by law.

Sick leave may be used in increments of one hour or more. Employees will be paid for sick leave not later than the payday for the next regular payroll period after the sick leave was taken. Finally, an employee will not be required to search for or find a replacement if the employee is taking paid sick leave under this policy.

D. Compensation For Sick Leave

Paid sick hours are ordinarily paid at the employee's normal rate of pay earned during regular work hours. Accrued, unused paid sick leave is not paid out upon termination or resignation. However, employees separating from employment who are rehired within one year from the date of separation will have their previously accrued and unused paid sick days reinstated. The employee also will begin accruing paid sick leave upon re-hire (assuming the employee's accrued sick leave is below the applicable cap).

E. Approval

If the need for paid sick leave is foreseeable (e.g., scheduled routine medical appointments), the employee must provide reasonable advance notice to their supervisor. If the leave is not foreseeable, the employee must provide notice of the leave to their supervisor as soon as practical.

F. Non-Retaliation or Discrimination

CGSRC strictly prohibits any form of retaliation or discrimination against an employee for attempting to use or using paid sick leave under this policy, and for any other reason prohibited by applicable law.

LEAVES OF ABSENCE

I. Introduction

CGSRC will accommodate pregnancy disability leaves and other types of disability leaves in accordance with applicable state and federal laws.

II. Pregnancy-Related Disability Leave or Transfer

A. Eligibility and Duration

1. Leave of Absence for Pregnancy

Any employee who is disabled on account of pregnancy, childbirth, or related conditions may take an unpaid pregnancy-related disability leave for the period of actual disability, up to four months. Pregnancy-related disability leaves may be taken intermittently, or on a reduced-hours schedule, as medically necessary.

2. Temporary Transfer Before Childbirth

Any employee affected by pregnancy is eligible to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and the transfer can be reasonably accommodated.

B. Substitution of Paid Leave for Pregnancy-Related Disability Leave

Pregnancy disability leaves are unpaid except as follows. An employee taking pregnancy-related disability leave must substitute any available paid sick leave for her leave and may, at her option, substitute accrued vacation time, if any. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled. Employees on pregnancy-related disability may also be entitled to apply for short-term state disability benefits.

III. Workplace Injury Leaves

In addition to pregnancy-related disability leaves, employees may take a temporary disability leave of absence if necessary to reasonably accommodate a workplace injury or any resultant disability.

Please report any workplace injury to your supervisor immediately (within no more than 24 hours after the injury). Workplace injury leaves are governed by special laws and regulations. Disability leaves under this section will be governed by those laws and will be unpaid, except as covered by workers' compensation insurance.

IV. Jury Duty, Appearance as a Witness, Military Duty, Military Spouse Leave, Appearance at Child's School, Duty as a Volunteer Firefighter, Time Off to Vote, Leave for Victims of Crimes

Employees will be granted a leave of absence when required by law for the purpose of fulfilling any required legal or military obligation (for example, jury duty, appearance as a witness in a legal proceeding, military duty, military spouse leave, appearance at school by a parent when requested pursuant to the Education Code, leave for victims of crimes, including domestic violence, sexual assault, or stalking, or performance of emergency duty by a volunteer firefighter).

Eligible employees are required to provide reasonable advance notice of any need for such leave and are expected to return to work each day or portion of the day that they are not legally obligated to be away. For non-exempt employees, these types of leave will be unpaid unless required by law. For exempt employees, salary during these leaves will be paid only if the employee works any portion of a workweek (no salary will be paid for workweeks in which no work is performed unless otherwise required by law).

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow more free time for voting and the least time off work.

V. Leave for Organ and Bone Marrow Donation

When required by law, CGSRC will grant an employee the following paid leaves of absence for the purpose of organ or bone marrow donation:

1. A leave of absence of up to five days in any one-year period for the purpose of donating the employee's bone marrow to another person.
2. A leave of absence of up to 30 days in any one-year period for the purpose of the employee donating his or her organ to another person.

The leaves of absence described above for the purpose of organ or bone marrow donation (when required by law) will be provided with pay; however, if an employee has any earned but unused sick time available, the employee is required to first use up to 5 days of paid sick time for a bone marrow donation and up to 10 days of sick time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification 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.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation (if applicable), or seniority. During any leave taken under this policy, CGSRC will maintain and pay for coverage under any group health plan, for the full duration of this leave. Leave provided under this policy may be taken in one or more periods.

Upon expiration of a leave of absence authorized by this policy, CGSRC will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. However, nothing in this section mitigates CGSRC's right to terminate an employee at any time, with or without cause.

VI. Parental Leave Act

When required by California law, CGSRC will provide employees with the required leave to bond with a newborn or with a child placed with the employee for adoption or foster care. Additional details regarding this type of leave can be obtained from the Board President when applicable.

VII. Other Leaves of Absence

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from

the duties of your job with CGSRC for longer than a typical vacation or illness absence. It is the policy of CGSRC to allow its eligible employees to apply for and be considered for certain specific unpaid leaves of absence, even if not required by law.

Unpaid leaves which are not required by law are granted at the sole discretion of CGSRC and are considered in light of operational needs. No leave under this section shall exceed 12 weeks unless required by law.

Failure to return to work on the scheduled return date from an approved unpaid leave of absence will be considered a voluntary resignation of employment.

All requests for unpaid leaves of absence under this section shall be submitted in writing to the Board President. Each request shall provide the reason for the leave and the expected duration of the leave. Requests should be provided at least 30 days in advance when at all possible, but leaves on shorter notice will be considered depending on the circumstances.

When any absence or leave is medical in nature, employees will be required to submit written medical certification of their ability to work, including any restrictions, before returning to work.

VIII. Benefits During Unpaid Leaves of Absence

Except when required by law, there are no benefits during an unpaid leave of absence.

EMPLOYEE BENEFITS

I. Group Insurance Plans

CGSRC does not currently provide any group health insurance or other group insurance plans to employees.

II. Workers' Compensation Insurance

CGSRC carries workers' compensation coverage as required by law to protect employees who are injured on the job. This insurance provides medical, surgical and hospital treatment in addition to payment for loss of earnings that result from work-related injuries. The cost of this coverage is paid by CGSRC.

III. State Disability Insurance

The State of California provides disability insurance to workers under certain circumstances. Generally speaking, state disability insurance is available for a non-work related accident or illness. It is available for some elective surgery and for pregnancy, childbirth and related medical expenses.

IV. California Paid Family Leave

California's Paid Family Leave is a partial wage replacement insurance plan administered by the California Employment Development Department (EDD) for eligible workers who have absences longer than eight workdays related to care of a family member, or bonding with a new child.

Benefits are paid directly by the EDD. Specific rules and regulations governing paid family leave are available from the EDD at www.edd.ca.gov.

OPEN DOOR

The purpose of the Open Door policy is to implement CGSRC's philosophy that employees should be encouraged to raise their work-related concerns informally with their supervisor. CGSRC will attempt to keep all such expressions of concern, the investigation, and the terms of any resolution confidential to the extent possible. However, in the course of investigating the concerns, some dissemination of information to others may be appropriate and therefore CGSRC cannot promise complete confidentiality.

I. Procedure

Employees are encouraged to raise work-related problems with their supervisor promptly after the concern has arisen. However, if you believe that your supervisor is part of your concern and feel uncomfortable talking with him or her, you may contact the Board President to discuss your concern. If the Board President is the part of your concern, you may contact any other Board member to discuss your concern.

You are encouraged to pursue discussion of your work related concerns until the matter is fully resolved. It may not always be possible to achieve the result you want, but if not, CGSRC will attempt in each case to explain why. CGSRC believes that employee concerns are best addressed through informal and open communication. No employee will be disciplined or otherwise penalized for raising a good faith concern.

PERFORMANCE EVALUATIONS

CGSRC reserves the right to periodically review your performance and discuss the review with you in private. Performance evaluations may include factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluation is designed to help you become aware of the progress you are making and of the areas in which you need to improve. Generally, your review will be conducted by your immediate supervisor, but the Board President and Vice President may be involved as well, depending on your position.

Nothing in this section shall require that an employee's salary/wages be adjusted based upon his or her review. While salary/wage adjustments are in part determined by employee performance, CGSRC, in its full discretion, may award, or not award, salary/wage adjustments.

PERSONNEL RECORDS

It is important that CGSRC personnel files contain current information regarding each employee. It is a condition of your employment that you inform your supervisor whenever there are changes in your personal data such as address, telephone number(s), email address, and person(s) to notify in case of emergency.

You have the right to inspect your personnel file at reasonable times on reasonable notice. You

may obtain copies of your payroll records and any document in your personnel file that you have signed.

Personnel files are the property of CGSRC.

DRESS AND GROOMING STANDARDS

It is in CGSRC's best interests to present a professional image to its members and the public. Employees required to wear swimwear must wear a red swim suit (with full coverage bottoms, whether a one-piece or two-piece). It is expected that when not in swimwear, all employees will dress in a manner consistent with good hygiene, safety, and good taste, especially when interacting with others on behalf of CGSRC. Supervisors may enforce other reasonable dress and grooming standards as applicable to a particular job.

CGSRC PROPERTY: CONFIDENTIAL INFORMATION

The security of employees, employee property, and CGSRC property is of vital importance to CGSRC. All employees share responsibility to ensure that proper security is maintained. Any breach of security should be reported promptly to your supervisor.

CGSRC property includes not only tangible property, like equipment, but also intangible property such as information. Of particular importance is confidential and proprietary information. Proprietary information includes all information obtained by CGSRC employees during the course of their work. This handbook, for example, contains proprietary information. Confidential information is any information of CGSRC that is not known generally to those outside CGSRC. Financial information, personnel files, and member data are examples of confidential information. Employees may not disclose or use proprietary or confidential information except as their jobs require. Anyone who violates this guideline will be subject to discipline up to and including termination, and possible legal recourse.

SAFETY PROGRAM

CGSRC is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, CGSRC has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. A complete copy of the Injury and Illness Prevention Program is kept by the Lifeguard Managers and is available for your review.

You are required to comply with safe and healthy work practices at all times. You may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules. You also are required to report immediately any potential health or safety hazards, and all injuries or accidents. Please ask your supervisor where the first aid supplies are located. The location of the nearest doctor and/or medical facility is posted on the bulletin board.

SOLICITATION, DISTRIBUTION AND BULLETIN BOARDS

Employees may distribute non-CGSRC written materials on CGSRC premises only during their non-working time and the non-working time of the employee or employees at whom such materials are

directed. Non-working time means time during meals or breaks and before or after work. Non-CGSRC written materials may not be distributed to members or guests without the prior consent of the Board President.

Solicitation or distribution in any way connected with the sale of any goods or services for profit is strictly prohibited anywhere on CGSRC property at any time unless approved in advance by the Board President. Similarly, solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on CGSRC premises at any time.

CGSRC maintains bulletin boards for postings, including statutory and legal notices, safety and disciplinary rules, CGSRC policies, postings by coaches, materials of general interest relating to CGSRC, and other items. CGSRC reserves the right to remove any posting from its bulletin boards, in its sole discretion.

INSPECTIONS AND SEARCHES FOR PROHIBITED MATERIALS AND FOR CGSRC PROPERTY ON CGSRC PREMISES

I. Purpose of the Guideline

CGSRC believes that maintaining a workplace that is free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and to the success of CGSRC's activities. CGSRC also intends to protect against the unauthorized use and removal of CGSRC's property. In addition, CGSRC intends to assure its access at all times to CGSRC's premises and CGSRC's property, equipment, information, records, documents, and files. Accordingly, CGSRC has established this Guideline concerning inspections and searches on CGSRC's premises. This Guideline applies to all employees of CGSRC.

II. Definitions

For purposes of this Guideline:

- (1) "Prohibited materials" means firearms or other weapons; explosives and/or hazardous materials or articles; illegal drugs or other controlled substances as defined in CGSRC's Drug-Free Workplace Guideline; drug-related paraphernalia; alcoholic beverages except as provided; CGSRC's property and/or proprietary and confidential information belonging to a third party that an employee is not authorized to have in his or her possession.
- (2) "CGSRC property" includes all documents, records, software, data, and files relating to CGSRC's activities; and all equipment, hardware, and other property of any kind, whether owned, leased, rented, or used by CGSRC.
- (3) "CGSRC premises" includes all premises and locations owned or leased by CGSRC or under the control of CGSRC, including but not necessarily limited to grounds, pools, clubhouse, tennis court, sports court, pump house, sheds, common areas, file/storagerooms, clubhouse, , parking lots, and storage areas.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations about an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management

by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.

- (5) "Possession" means that an employee has the substance on CGSRC's property, on his or her person, or otherwise under his or her control.

III. Inspections and Searches

A. Access to CGSRC Property

1. In order to assure access at all times to CGSRC property, and because employees properly in possession of CGSRC property or information related to CGSRC's activities may not always be available to produce the property or information when needed in the ordinary course of CGSRC's activities, CGSRC reserves the right to conduct a routine inspection or search at any time for CGSRC property on CGSRC premises. In addition, CGSRC reserves the right to access at all times information and communications stored in CGSRC computer files and on disk-drives, and in employee voice mail boxes and electronic mail systems.

2. Routine searches or inspections for CGSRC property may include equipment or places where employees may store CGSRC property or CGSRC-related information, whether or not the places are locked or protected by access codes and/or passwords.

3. Because even a routine search for CGSRC property might result in the discovery of an employee's personal possessions, **all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to CGSRC.**

B. Inspections and Searches for Prohibited Materials

1. Inspections or searches for prohibited materials in or on CGSRC premises also will be conducted whenever CGSRC has reasonable suspicion to believe that a particular employee may be in possession of such materials in violation of this Guideline.

2. Inspections or searches for prohibited materials may be conducted by an independent security service or by CGSRC with its own personnel.

3. Inspections or searches for prohibited materials may include equipment or places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's pockets, purse, bag, lunch box, or other item of personal property that is being worn or carried by the employee while on CGSRC premises.

4. In cases involving an inspection or search of an employee's pockets, purse, bag, or other item of personal property that is being worn or carried by the employee, the employee will be requested to conduct a self-search (i.e., by turning out or emptying pockets, purses, etc.) in the presence of an observer who will be a person of the same gender.

5. Employees who refuse to cooperate during an inspection or search will not be forcibly detained or searched. Employees are on notice, however, that CGSRC will base any disciplinary decision on the information that is available, including their refusal to consent to the search as well as the information that gave rise to a reasonable suspicion that the employee was in

possession of prohibited materials, if applicable, and that their failure or refusal to cooperate could deprive CGSRC of information that may clear them of suspicion. In addition, CGSRC reserves the right to take appropriate action to prevent the unauthorized removal from the premises of CGSRC's property.

IV. Approvals for Inspections

In instances in which the inspection or search is conducted because there is reasonable suspicion that a particular employee may be in possession of prohibited materials in violation of this Guideline or may be using CGSRC's property in an unauthorized manner, and in instances in which an item of the employee's personal property will be searched, the inspection or search will be approved in advance by the Board President, in consultation with legal counsel.

V. Disciplinary Action

Employees who are found to be in possession of prohibited materials in violation of this Guideline or others, or employees who are found to have used CGSRC property in an unauthorized manner, will be subject to discipline, up to and including discharge, regardless of CGSRC's reason for conducting the search or inspection.

VI. Confidentiality

Supervisors will make their best effort to restrict communications concerning a violation or possible violation of this Guideline to persons who have an important work-related reason to know.

TECHNOLOGY USE AND PRIVACY

CGSRC provides various Technology Resources to authorized employees to assist them in performing their job duties for CGSRC. Each employee has a responsibility to use CGSRC's Technology Resources in a manner that increases productivity, enhances CGSRC's public image, and is respectful of other employees, club members, guests, and Board members. Failure to follow CGSRC's policies regarding its Technology Resources may lead to disciplinary measures, up to and including termination of employment. Moreover, CGSRC reserves the right to advise appropriate legal authorities of any violation of law by an employee.

The "no expectation of privacy" policy outlined below in this guideline on Technology Use and Privacy does not apply to an employee's personal (employee-owned) cell phone or personal (employee-owned) laptop computer that may be brought to and/or used on the CGSRC premises. CGSRC does not intend to or wish to monitor employees' personally-owned devices.

I. Technology Resources Definition

Technology Resources consist of all electronic devices, software, and means of electronic communication provided by CGSRC or purchased for employee's use as an employee of CGSRC including but not limited to the following CGSRC-owned equipment and systems: desk top computers and workstations; laptop computers; tablets and similar devices; computer hardware; peripheral equipment such as printers, scanners, modems, fax machines, copiers, digital cameras, memory sticks, and hands-free devices; computer software applications and associated files and data, including software that grants access to external services, such as the Internet; electronic mail; telephones; cell phones; smart phones; and voicemail systems.

II. Authorization

Access to CGSRC's Technology Resources is within the sole discretion of CGSRC. Generally, employees are given access to CGSRC's various technologies and systems based on their job functions.

III. Use

CGSRC's Technology Resources are to be used by employees primarily for the purpose of conducting CGSRC activities. Employees may, however, use CGSRC's Technology Resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for financial gain, does not conflict with CGSRC's activities, does not take up an unreasonable amount of computer disk space/memory, and does not violate any CGSRC policy:

1. To send and receive occasional personal communications; and
2. To prepare and store incidental personal data (such as personal calendars, personal address lists, music, and similar incidental personal data) in a reasonable manner.

Provided that CGSRC assumes no liability for loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications transmitted over or stored on CGSRC's Technology Resources. CGSRC accepts no responsibility or liability for the loss or non-delivery of any personal electronic mail or voicemail communications or any personal data stored on any CGSRC property. Employees further understand that they have no expectation of privacy with respect to such personal data stored on CGSRC Technology. As such, CGSRC discourages employees from storing any personal data on any of CGSRC's Technology Resources.

IV. Improper Use

A. Prohibition Against Harassing, Discriminatory and Defamatory Use

CGSRC is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in CGSRC's "Policy Against Harassment," CGSRC does not tolerate discrimination or harassment. Under no circumstances may employees use CGSRC's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g., sexually-explicit or discriminatory messages, jokes, cartoons, etc.).

B. Prohibition Against Violating Copyright Laws

Employees must not use CGSRC's Technology Resources to copy, retrieve, forward or send copyrighted materials unless the employee has the author's permission or is accessing a single copy only for the employee's personal use and reference.

C. Other Prohibited Uses

Employees may not use any of CGSRC's Technology Resources for any illegal purpose, in violation of any CGSRC policy, in a manner contrary to the best interests of CGSRC, in any way that discloses confidential or proprietary information of CGSRC or third parties, or for personal or financial gain.

V. CGSRC Access to Technology Resources

All messages sent and received, including personal messages, and all data and information stored on CGSRC's electronic-mail system, voicemail system, or computer systems are CGSRC property regardless of the content. As such, CGSRC reserves the right to access and monitor all of its Technology Resources including its computers, voicemail, and electronic-mail systems, at any time, in its sole discretion.

A. No Right of Privacy

Although CGSRC does not wish to examine personal information of its employees, on occasion, CGSRC may need to access its Technology Resources including computer files, electronic-mail messages, and voicemail messages. Employees should understand, therefore, that they have **no right of privacy** with respect to any messages or information created or maintained on CGSRC's Technology Resources, including personal information or messages. CGSRC may, at its discretion, inspect all files or messages on its Technology Resources at any time for any reason. CGSRC may also monitor its Technology Resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other purpose.

B. Passwords

Certain of CGSRC's Technology Resources can be accessed only by entering a password. Passwords are intended to prevent unauthorized access to information. Passwords do not confer any right of privacy upon any employee of CGSRC. Thus, even though employees may maintain passwords for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords as confidential, except that employees must provide any and all CGSRC-related passwords to their supervisors, both initially and any time the employee changes a password. Employees must not share passwords, except at their supervisor's request, and must not access coworkers' systems without express authorization.

C. Deleted Information

Deleting or erasing information, documents, or messages maintained on CGSRC's Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on CGSRC's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because CGSRC periodically backs-up file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or messages should not assume that such information or messages are confidential.

VI. The Internet and On-Line Services

CGSRC provides authorized employees access to on-line services such as the Internet for job-related and incidental personal use. CGSRC expects that employees will use these services in a responsible way and for CGSRC-related purposes and incidental personal use only. Under no circumstances are employees permitted to use CGSRC's Technology Resources to access, download, or contribute to the following:

1. Indecent or sexually-oriented materials;
2. Job-search sites;
3. Gambling sites;
4. Illegal drug-oriented sites.

VII. Software Use

A. License Restrictions

All software in use on CGSRC's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is intended, unless authorized in writing in advance by CGSRC.

VIII. Confidential Information

CGSRC is very sensitive to the issue of protecting the confidential and proprietary information of CGSRC, its members, Board members, employees, and third parties ("Confidential Information").

Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on CGSRC's Technology Resources.

Confidential Information should not be accessed through CGSRC's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Employees' duty of confidentiality applies during employment and for three years after resignation or termination of employment with CGSRC.

IX. Security

CGSRC may install programs and devices to ensure the safety and security of CGSRC's Technology Resources. Any employee found tampering or disabling any of CGSRC's security devices will be subject to discipline up to and including termination.

SOCIAL MEDIA POLICY

I. Use

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Social media is a set of Internet tools that aid in the facilitation of interaction between people online. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, Snap Chat, and Instagram. Both in professional and organizational roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with co-workers, Board members, vendors and the general public apply online as in the real world. Employees are responsible for anything they post to social media sites. All CGSRC policies with respect to computers, electronic media, discrimination, harassment, confidentiality, conflict of interest and record retention apply to social media activity.

II. Prohibition Against Disclosing Proprietary and Confidential Information

CGSRC's policies regarding the nondisclosure of proprietary, confidential and personal information applies to online blogging or postings. As such, employees must not post information on a blog or website that in any way discloses confidential or proprietary information of CGSRC, its Board members, employees, members, guests, or any third party. The posting of copyrighted materials is also prohibited.

III. Other Prohibitions

Employees may not use CGSRC-sponsored social networking sites to promote or solicit participation in any activity that is unrelated to their work at CGSRC. Employees also may not use CGSRC-sponsored blogs or social media for any illegal purpose, violation of any CGSRC policy, in a manner contrary to the best interests of CGSRC, or for personal or financial gain.

IV. Non-CGSRC Blogs/Social Networking

Employees are free to create or participate in non-CGSRC blogs and other forms of online publishing and discussion/social networking during non-working hours, provided that such participation does not violate CGSRC policy, is not detrimental to CGSRC's best interests and does not interfere with an employee's regular work duties. Employees may not engage in personal blogging/social networking during work time. Employees are personally responsible for their postings and online comments. CGSRC does not assume any liability or risk for an employee's blogging or posting online.

When posting in a non-CGSRC blog or online forum, employees should not represent or

suggest that their opinions or positions are endorsed by CGSRC or any of its supervisors or employees, except when directly linking to or forwarding a CGSRC communication (e.g. re-tweeting a CGSRC tweet). CGSRC's employees and Board members should exercise particular care when posting online to ensure their published personal thoughts are not misunderstood to be expressions of official CGSRC positions. Supervisors should also assume their subordinates will read their postings, and fully understand that non-CGSRC blogs and websites are not appropriate forums for communicating CGSRC policy to CGSRC employees.

Even when posting on non-CGSRC blogs/social networking sites, employees must always be in compliance with CGSRC's policies regarding non-disclosure of proprietary, confidential and personal information. Accordingly, employees are prohibited from revealing any proprietary or confidential information. Employees also must respect copyright and fair use laws when posting and, as a best practice, always credit and/or link to someone else's work when quoting or relying upon it.

Employees are prohibited from using CGSRC logos or trademarks without CGSRC's written permission, except as provided above. Employees likewise may not post any content that is harassing, discriminatory, defamatory, threatening, disparaging, libelous or otherwise illegal or injurious.

Non-CGSRC blog/social media postings may generate media interest or coverage. If a member of the media contacts an employee about a CGSRC-related posting or online comment published by the employee, or requests CGSRC information of any kind, inform your supervisor immediately.

Failure to adhere to CGSRC policies regarding blogging and online postings will be considered grounds for discipline, up to and including termination.

Any inappropriate blogs and/or postings that violate these guidelines should be reported to CGSRC management immediately.

EMPLOYMENT OF RELATIVES

Relatives of present employees and Board members may be hired by CGSRC only if (1) the employment will not pose difficulties for supervision, security, safety, or morale, and (2) approved by the Board President. "Relatives" are defined as spouses, domestic partners, children, sisters, brothers, mothers, or fathers, and persons related by marriage or domestic partner relationship.

NON-FRATERNIZATION

In order to promote the efficient operation of CGSRC and to avoid misunderstandings, complaints of favoritism, other problems of supervision, security, and morale, and possible claims of sexual harassment, supervisors are forbidden to date or pursue romantic or sexual relationships with employees whom they supervise, directly or indirectly. Employees who violate this guideline will be subject to discipline, up to and including termination of employment.

VEHICLE USE

Employees may be required to use their personal vehicle from time to time for conducting CGSRC activities. Employees will be reimbursed for mileage while on CGSRC business at the then current IRS mileage reimbursement rate. Employees whose jobs require the use of their personal vehicle must provide CGSRC with written documentation satisfactory to the Board President that verifies that the employee has valid driver's license and carries appropriate liability insurance coverage.

SMOKING

CGSRC is committed to maintaining a healthy and productive work environment for all employees. Smoking in any form, including the use of "smokeless products", on any CGSRC premises is strictly prohibited. This policy will be strictly enforced.

CELLULAR PHONE POLICY

CGSRC prohibits the use of all hand-held cellular devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on CGSRC business.

CGSRC prohibits employees from possessing or using a cell phone while on duty as a life guard or coach (except in the rare instance where the lifeguard is the only person with a cell phone available and 911 needs to be called).

Employees may use hands-free cellular devices while driving when legal and safe to do so. Special care should be taken in situations where there is heavy traffic, inclement weather or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of cellular phones while driving.

Under no circumstances are employees allowed to use text devices to type or review text messages for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on CGSRC business.

CONFLICTS OF INTEREST

CGSRC employees are expected to devote their best efforts and attention to the full-time performance of their jobs. Employees are expected to use good judgment, to adhere to high ethical standards, and to avoid situations that create an actual or potential conflict between the employee's personal interests and the interests of CGSRC. A conflict of interest exists when the employee's loyalties or actions are divided between CGSRC's interests and those of another, such as another employer, an outside organization or a supplier. Both the fact and the appearance of a conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with his/her supervisor. Any exceptions to this guideline must be approved in writing by the employee's supervisor.

This guideline does not attempt to describe all possible conflicts of interest that could develop. Some of the more common conflicts from which employees must refrain, however, include the

following:

- A. Accepting personal gifts or entertainment from suppliers, or potential suppliers without the express consent of your supervisor.
- B. Using proprietary or confidential CGSRC information for personal gain or to CGSRC's detriment;
- C. Using CGSRC assets or labor for personal use;
- D. Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to CGSRC.

An employee may engage in outside employment, provided that 1) he or she discloses this fact to his or her supervisor, 2) the outside employment does not pose a conflict of interest, and 3) the outside employment does not interfere or conflict with the employee's duties at CGSRC.

Failure to adhere to this guideline, including failure to disclose any conflicts or to seek an exemption, may result in discipline, up to and including termination of employment.

PRIVATE SWIM LESSONS

Notwithstanding any other provision in this Handbook, CGSRC employee coaches and/or lifeguards are allowed to utilize the CGSRC pool to provide private swim lessons in their off hours to CGSRC members, so long as advance approval from the Pool Manager is obtained by the lifeguard. These lessons are unrelated to their jobs as CGSRC coaches and/or lifeguards. Any arrangements and payment are solely between the member and the lifeguard. The CGSRC pool may not be used to provide swim lessons to non-CGSRC members unless previously approved by the CGSRC Board.

DRUG-FREE WORKPLACE GUIDELINE

I. Purpose of Guideline

It is the intent of CGSRC to maintain a workplace that is free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. CGSRC has a vital interest in maintaining safe and efficient working conditions for its employees. Substance abuse is incompatible with health, safety, efficiency, and success at CGSRC. Employees who are under the influence of a drug or alcohol on the job compromise CGSRC's interests, and endanger their own health and safety and the health and safety of others. Substance abuse in the workplace can also cause a number of other work related problems, including absenteeism and tardiness, substandard job performance, increased workloads for co-workers, behavior that disrupts other employees, delays in the completion of jobs, inferior quality in service, and disruption of relations with third parties and suppliers.

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

II. Employee Cooperation

Early detection of substance-abuse problems benefits everyone. For example, it benefits the employee with the substance-abuse problem because it gives him or her the opportunity to correct the problem before it leads to serious harm to the employee or others; it benefits the employee's co-workers who otherwise might be exposed to serious injury or have to carry an extra burden by "covering" for the substance abuser, and it benefits CGSRC by providing an opportunity to prevent accidents and avoid the performance problems and other losses associated with substance abuse. Accordingly, all employees should understand that co-workers with substance-abuse problems should be encouraged to seek assistance.

III. Definitions

For purposes of this Guideline:

- (1) "Illegal drugs or other controlled substances" means *any* drug or substance that (a) is not legally obtainable; or (b) is legally obtainable but has not been legally obtained; or (c) has been legally obtained but is being sold or distributed unlawfully.
- (2) "Legal drug" means any drug, including any prescription drug or over-the-counter drug, that has been legally obtained and that is not unlawfully sold or distributed.
- (3) "Abuse of any legal drug" means the use of any legal drug (a) for any purpose other than the purpose for which it was prescribed or manufactured; or (b) in a quantity, frequency, or manner that is contrary to the instructions or recommendations of the prescribing physician or manufacturer.
- (4) "Reasonable suspicion" includes a suspicion that is based on specific personal observations such as an employee's manner, disposition, muscular movement, appearance, behavior, speech or breath odor; information provided to management by an employee, by law enforcement officials, by a security service, or by other persons believed to be reliable; or a suspicion that is based on other surrounding circumstances.
- (5) "Possession" means that an employee has the substance on his or her person or otherwise under his or her control.

IV. Prohibited Conduct

A. Scope

The prohibitions of this section apply whenever the interests of CGSRC may be adversely affected, including any time the employee is:

- (1) On CGSRC premises;
- (2) Conducting or performing CGSRC activities, regardless of location;
- (3) Operating or responsible for the operation, custody, or care of CGSRC equipment or other property; or

- (4) Responsible for the safety of others.

B. Alcohol

The following acts are prohibited and subject an employee to discharge:

- (1) The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or
- (2) Being under the influence of alcohol during working hours or at CGSRC events except as described below.

C. Illegal Drugs

The following acts are prohibited and subject an employee to discharge:

- (1) The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or
- (2) Being under the influence of any illegal drug, or other controlled substance during working hours or at CGSRC events.

D. Legal Drugs

The following acts are prohibited and subject an employee to discharge:

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

V. Disciplinary Action

A. Discharge for Violation of Guideline

A first violation of this Drug-Free Workplace Guideline will result in *immediate discharge*, whenever the prohibited conduct:

- (1) Caused injury to the employee or any other person, or, in the sole opinion of management, endangered the safety of the employee or any other person;

- (2) Resulted in significant damage to CGSRC property or equipment, or, in the sole opinion of management, posed a risk of significant damage;
- (3) Involved the sale or manufacture of illegal drugs or other controlled substances;
- (4) Involved the possession, distribution, or dispensation of illegal drugs or other controlled substances or alcohol in a quantity greater than for personal use.

B. Discretion Not to Discharge

In circumstances other than those described in Paragraph A, above, CGSRC, in the discretion of management, may choose not to discharge an employee for a first violation of this Guideline if the employee satisfactorily participates in and completes an approved drug or alcohol abuse assistance or rehabilitation program (at the employee's expense).

C. Written Warning

An employee who is not discharged for a first violation of this Guideline will receive a written warning and immediate suspension without pay for a period of 10 calendar days.

D. Effect of Second Violation

A second violation of this Guideline at any time will result in immediate discharge.

E. Effect of Discharge on Eligibility for Rehire

Employees who are discharged for a violation of this Guideline will not be eligible for rehire by CGSRC.

VII. Use of Legal Drugs

CGSRC recognizes that employees may, from time to time, be prescribed or take legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in impairment. Employees may not work while impaired by the use of legal drugs. To accommodate the absence, the employee may use accrued sick leave or take time without pay. Nothing in this Guideline is intended to sanction the use of accrued sick leave to accommodate absences due to the *abuse* of legal drugs. Further, nothing in this Guideline is intended to diminish CGSRC's commitment to employ and reasonably accommodate qualified disabled individuals. CGSRC will reasonably accommodate qualified disabled employees who must take legal drugs because of their disability.

VIII. Unregulated or Authorized Conduct

A. Customary Use of Over-the-Counter Drugs

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

B. Off-the-Job Conduct

This Guideline is not intended to regulate off-the-job conduct, so long as the employee's off- the-job use of alcohol or drugs does not result in the employee being under the influence of or impaired by the use of alcohol or drugs in violation of this Guideline.

C. Authorized Use of Alcohol

CGSRC may provide alcohol for consumption at certain events, such as social functions. The responsible consumption of alcohol by employees 21 and older at these events does not violate this policy.

IX. Confidentiality

Disclosures made by employees to CGSRC management concerning their use of legal drugs will be treated confidentially and will not be revealed to other supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working. Disclosures made by employees to CGSRC management concerning their participation in any drug or alcohol rehabilitation program will be treated confidentially to the extent possible.

POLICY CONCERNING VIOLENCE IN THE WORKPLACE

I. Statement of Policy

CGSRC recognizes that workplace violence is a growing concern among employers and employees across the country. CGSRC is, therefore, committed to providing a safe, violence-free workplace. In this regard, CGSRC strictly prohibits employees, Board members, vendors, visitors, or anyone else on CGSRC premises or engaging in a CGSRC-related activity from behaving in a violent or threatening manner. Moreover, as part of this policy, CGSRC seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

II. Workplace Violence Defined

Workplace violence includes, but is not limited to, the following:

- (1) Threats of any kind;
- (2) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- (3) Other behavior that suggests a propensity toward violence, which can include belligerent speech (including but not limited to racial or homophobic slurs), excessive arguing or swearing, sabotage, or threats of sabotage of CGSRC property, or a demonstrated pattern of refusal to follow CGSRC policies and procedures;
- (4) Defacing CGSRC property or causing physical damage to the facilities; or
- (5) With the exception of security personnel, bringing weapons or firearms of any kind on CGSRC premises, in CGSRC parking lots, or while conducting CGSRC activities.

III. Reporting

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, Board member, vendor, visitor, or anyone else, he or she should contact his/her supervisor immediately.

Further, employees should notify their supervisor immediately if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

IV. Investigation

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, CGSRC will inform the reporting individual of the results of the investigation. To the extent possible, CGSRC will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. CGSRC will not tolerate retaliation against any employee who reports workplace violence.

V. Corrective Action and Discipline

If CGSRC determines that workplace violence has occurred, CGSRC will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, suspension, or termination.

If the violent behavior is that of a non-employee, CGSRC will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

CGRSC may, in its sole discretion, forego disciplinary action on the condition that the employee takes an unpaid medical leave of absence, and/or participates in counseling or special training, either voluntarily or as a condition of continued employment, at the employee's own expense.

TERMINATION, DISCIPLINE, AND RULES OF CONDUCT

I. Termination

A. Voluntary Termination

CGRSC will consider an employee to have voluntarily terminated his or her employment if an employee does any of the following:

- (1) Resigns from CGSRC;
- (2) Fails to return from an approved leave of absence on the date specified by CGSRC; or
- (3) Fails to report for work without notice to CGSRC for two consecutive work days or two consecutive shifts.

B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of CGSRC's rules of conduct as set forth below. **Notwithstanding this list of possible reasons, every CGSRC employee is "at-will", and as such CGSRC reserves the right to discharge any employee with or without cause and with or without prior notice.**

C. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, CGSRC may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns, or lack of work.

II. Discipline and Rules of Conduct

A. Policy

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet CGSRC standards, the employee may be given a reasonable opportunity to correct the deficiency. If, however, the employee fails to make the necessary correction(s), he or she may be subject to disciplinary action up to and including termination. **Provided, however, that CGSRC reserves the right to proceed directly to termination, without resort to prior disciplinary steps, when CGSRC, in its sole discretion, deems such action necessary or appropriate.**

The rules set forth in this Guideline are intended to provide employees with fair notice of what is expected of them. Such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees must be aware that conduct not specifically listed below, but which adversely affects the interests of CGSRC, its employees, or Board members may also result in disciplinary action, and nothing herein mitigates an employee's at-will status.

B. Job Performance

Employees may be disciplined or terminated for poor job performance, including but not limited to the following:

- (1) Unsatisfactory work quality or quantity;
- (2) Poor attitude (for example, rudeness or lack of cooperation);
- (3) Excessive absenteeism, tardiness, or abuse of break and lunch privileges¹;
- (4) Failure to follow instruction or CGSRC procedures or policies; or
- (5) Failure to follow established safety regulations.

¹ Lifeguard managers may create progressive discipline policies regarding absenteeism and tardiness. However, the fact that such progressive discipline policies exist do not undermine the at-will status of all employees. Any employee may be terminated at any time, for any reason or no reason, with or without prior notice, and whether or not any existing progressive discipline policies on absenteeism or tardiness have been followed.

C. Misconduct

Employees may be disciplined or terminated for misconduct, including but not limited to the following:

- (1) Insubordination;
- (2) Dishonesty;
- (3) Theft of any kind;
- (4) Discourtesy;
- (5) Misusing or destroying CGSRC property or the property of another on CGSRC premises;
- (6) Violating conflict of interest rules;
- (7) Disclosing or using confidential or proprietary information without authorization from the appropriate management personnel;
- (8) Falsifying or altering CGSRC records, including but not limited to the application for employment or timecards;
- (9) Interfering with the work performance of others;
- (10) Altercations, arguing, fighting, badgering;
- (11) Harassing, including sexually harassing, employees or others;
- (12) Being under the influence of, manufacturing, dispensing, distributing, using, or possessing illegal or controlled substances on CGSRC property or while conducting CGSRC activities;
- (13) Gambling on CGSRC premises or while conducting CGSRC activities;
- (14) Sleeping on the job site or leaving the job without authorization;
- (15) Bullying of employees or others;
- (16) Possessing a firearm or other dangerous weapon on CGSRC property or while conducting CGSRC activities;
- (17) Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of CGSRC, its employees, Board members, or property.

E. Attendance

In addition to the general rules stated above, employees may be disciplined or terminated for failing to observe the following specific requirements relating to attendance:

(1) Reporting to work on time, observing the time limits for rest and lunch periods, and obtaining approval to leave work early; and

(2) Notifying your supervisor in advance of anticipated tardiness or absence.

F. No Progressive Discipline Procedure

CGSRC is not obligated to follow, a progressive discipline policy prior to termination of employment. CGSRC reserves the right to proceed directly to termination, without resort to prior disciplinary steps, when CGSRC, in its sole discretion, deems such action appropriate.

G. Exit Interview

Employees who leave CGSRC for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with CGSRC, including job duties, job training, job supervision, and job benefits. At the time of the interview, employees are required to return all CGSRC furnished property, such as equipment, I.D. cards, keys, credit cards, documents, and handbooks.

III. Employment at Will

This Handbook is not a contract of employment. Nothing in this Handbook or in this section on discipline/termination is intended to alter the at-will status of employment with CGSRC. Either you or CGSRC may terminate the employment relationship at any time, with or without cause, and with or without prior notice. CGSRC reserves the right to terminate the employment relationship, or to demote, discipline, or alter the terms and conditions of employment (including this handbook) without advance notice and without resort to any particular procedures.

EXTERNAL COMMUNICATIONS

Occasionally, employees may be contacted by outside sources (including but not limited to media) requesting information about CGSRC matters which are sensitive, including information regarding current or former employees, or other workplace issues. In order to avoid providing inaccurate or incomplete information to outside sources, employees contacted by an outside source regarding sensitive or confidential matters should immediately refer the contact to the Board President without disclosing any information or making any comment. Employees may of course answer questions and provide information to anyone about CGSRC projects, classes, and activities that are not sensitive or confidential.

REFERENCES

Requests for employment references after an employee leaves CGSRC will generally be responded to by disclosing only dates of employment and title of last position held. CGSRC will provide a more detailed reference only if requested by the former employee and only in CGSRC's sole discretion.

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK
(PLEASE READ THE EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS
PORTION TO YOUR SUPERVISOR WITHIN ONE WEEK OF RECEIPT)

Employee Name: _____

I acknowledge that I have received a copy of the CGSRC Employee Handbook as adopted by the CGSRC Board of Directors on November 18, 2019. I understand that I am responsible for reading the policies and for knowing and complying with the policies during my employment with CGSRC.

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

I understand and agree that my relationship with CGSRC is "at-will," which means that my employment is for no definite period and may be terminated by me or by CGSRC at any time, for any reason, with or without cause, and with or without advance notice. I also understand that CGSRC may demote or reassign me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

By signing below I also agree with the confidentiality and conflict of interest provisions of this Handbook. I further agree to the inspection provisions of this Handbook and I understand that I have no right to privacy in my workspace or on CGSRC-owned telephone and computer systems. I understand and agree that if I resign or am terminated from my employment with CGSRC I will immediately return any CGSRC-owned property to the CGSRC office, including but not limited to CGSRC-owned laptops or other computers, phones, printers, electronic storage devices, and documents. With respect to CGSRC-owned computers, phones, and storage devices, I agree to return such property to CGSRC without removing any data, documents, software, or applications from the device(s).

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement approved by the CGSRC Board and signed by me and the President of the Board, that no other employee or representative of CGSRC has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable. If the terms of this Acknowledgment are inconsistent with any policy or practice of CGSRC now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

Date: _____

Signature of Employee

Print name of Employee

Signature of parent or guardian if employee is
under 18 years old

ACKNOWLEDGEMENT OF RECEIPT OF POLICY AGAINST HARASSMENT

(PLEASE READ THE POLICY AGAINST HARASSMENT AND FILL OUT AND RETURN THIS PORTION TO YOUR SUPERVISOR WITHIN ONE WEEK OF RECEIPT)

I acknowledge that I have received a copy of CGSRC's Policy Against Harassment contained in the Employee Handbook as adopted on November 18, 2019. I have read and understand the Policy Against Harassment, including the procedures for reporting harassment, and I agree to abide by the provisions contained therein.

Date: _____

Signature of Employee

Print name of Employee

Signature of parent or guardian if employee is under 18 years old