

BOARD OF DIRECTORS

Richard C. Brody
President

Laurie Price
Vice President

Beth Burnam
Director

Nancy Helsley
Director

Riki Clark
Director

District Manager
Tracy Lovric

REGULAR BOARD MEETING

EIGHT-HUNDRED SIXTY-FIRST MEETING

Monday December 22, 2025—6:00 P.M.

Location: RCD District Office, 4505 Las Virgenes Road, Suite 215, Calabasas

The meeting can also be accessed remotely via Zoom. Members of the public are able to watch/listen to the meeting and provide comment at appropriate times by selecting this link:

<https://rcdsgmm-org.zoom.us/j/83062285194?pwd=UG5hVlF4Z3NBRjNHR2RyWjNBclY2UT09>.

You may also join the meeting by dialing the following phone number: (669) 900-6833 and entering the meeting ID and passcode: **Meeting ID: 830 6228 5194 Meeting Passcode: 370601**

AGENDA

Information about, and copies of, supporting materials for agenda items are available for public review at the RCDSMM office at (818) 597-8627. A fee may be charged for copies.

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. PUBLIC COMMENTS

This is the time set aside for those wishing to address the Board on matters which fall under the Board's jurisdiction. If the matter you address is not on the agenda, Directors may not discuss or take action on comments made here except to put the matter on the agenda, at their discretion, for a future Board meeting. If the matter you address is already on the agenda, the Board will consider your comments when making their decision. Each commenter will have a time limit of three minutes.

4. USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:

5. MINUTES:

A. Approval of minutes for meeting on November 17, 2025

6. FINANCIAL REPORTING: Informational reports on Districts financials through November 2025

7. REGULAR CALENDAR.

- A. Staff presentation by Isaac Yelchin on current monarch projects and discussion on working with Ventura RCD on joint promotion of monarch projects.
- B. Approval of 2026 Board Meeting Dates

- C. Review of CARCD Board resolutions and bylaws
- D. Approval of edits to district's Employee Handbook
- E. District expansion update
- F. Discussion on policies and procedures for Board approval on public comments and letters of support.
- G. Update from Personnel Committee on District Manager job search.

8. INFORMATIONAL REPORTS:

A. Staff Reports for November 2025:

- i. Clark Stevens, Director of Resource Design
- ii. Dan Cooper, Principal Conservation Biologist
- iii. Rosi Dagit, Principal Conservation Biologist
- iv. Marilyn Brody French, Director of Education
- v. Shelly Backlar, Director of Community Resilience
- vi. Lisa Rand, Administrative Operation Manager

9. ADJOURNMENT

10. CLOSED SESSION: Personnel Matters

Persons with disabilities may contact the Administrative Operations Manager at 818/597-8627 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

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Minutes

1. **CALL TO ORDER:** This meeting was called to order by President R.C. Brody at 6:03 PM. A quorum was established with Directors Richard Brody, Nancy Helsley, and Laurie Price, Director Berth Burnam and Associate Directors Dennis Washburn and Chris Doran joined Virtually Administrative Operations Manager Lisa Rand and Controller Art Renzi were also present and Brooks Engelhardt NRCS joined virtually.
2. **INTRODUCTION OF GUESTS:**
3. **PUBLIC COMMENTS:** None
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:**
Mr. Engelhardt reported on the NRCS recent activities which included Conservation plans for crop land and water quality. He also noted that the NRCS is experiencing a shortage of engineers. Mr. Washburn asked if there is any current watershed management of his knowledge in the Arroyo Calabasas Watershed and it was discussed that they could speak on the matter further offline.
5. **MINUTES:** Approval of minutes from meetings on September Oct 27, 2025. The Board reviewed the minutes and voted to approve them as presented. President R.C. Brody moved to approve. Ms. Helsley/Ms. Price, approved 2-0, 1 abstained
6. **FINANCIAL REPORTING:** The district's financial reports were presented through October 2025. It was noted that we currently have \$219K in reserves and will be moving \$50K more into reserves in December. Ms. Burnam requested to have a running total of where the district stands against the current budget at future meeting and it was also requested to have a bar graph of staff billed vs. general fund usage. It was also noted that the finance committee approved shorter financial reporting than had been previously supplied.

7. REGULAR CALENDAR.

- A. Review of CARCD Board Resolutions: Resolutions were unable to be located prior to the meeting. However, Ms. Helsley located one resolution to be considered at the CARCD's conference. The resolution brought forward by RCD Tehama spoke for a method of securing more sustainable funding for the state's RCDs. The board discussed that the proposed resolution seems most infeasible. As our delegate this year to the conference, Ms. Helsley will carry RCDSMM's discussion forward to the CARCD Board on that issue.
- B. Approval of district background check policy: Ms. Price/Ms. Helsley Approved 3-0
- C. Discussion on how to fund future conferences and networking attendance: There was a discussion to clarify how staff is allocated funds to attend conferences and other networking events after the board was surprised by recent travel for a non-conference event. Mr. Renzi confirmed that there is a budget that the staff has allocated for each department and that the funds were approved by the District Manager. No further discussion was needed.
- D. Update from Personnel Committee on District Manager job search.: Ms. Price gave an update on the search for a new District Manager. She noted that she attended a staff meeting to hear the staff's concerns that led to an understanding that staff will be able to add 4 members to an ad hoc manager review committee. The district is also working with Consultants Bob Murray & Associates to update the manager's proposal.

8. DIRECTOR'S COMMENTS: Mr. Brody noted that he submitted for his retirement and set a date of July 31st.

9. INFORMATIONAL REPORTS:

- A. Staff Reports for September 2025 were presented in the Director's Packets.

10. ADJOURNMENT: 7:08 PM

Submitted By: _____
Lisa Rand, Administrative Operations Manager

Date: _____

Approved By: _____
R.C. Brody, president, Board of Directors

Date: _____

	Dec-25	Jan-26	Feb-26	Mar-26
RCD Cash Flow Forecast 12/2025				
A) Beg Bal 12/18/2025	345,476	499,886	565,744	562,761
Collections				
Pass Through Revenue				
Deposits in Transit	-	-	-	-
Wildlife Conservation Board Top Lagoon	-	323,154	425,372	374,263
CA State Coastal Conservancy	159,012	76,338	117,675	148,588
CA State Parks	-	2,467	2,564	2,516
Ca Dept of Fish and Wildlife	-	4,616	5,133	7,266
National Fish & Wildlife Foundation	-	303,935	-	-
Other Deposits	-	11,500	9,500	8,000
Total Pass Through Revenue	159,012	722,010	560,245	540,633
Non Pass Through Revenue				
Deposits in Transit	-	-	-	-
Wildlife Conservation Board	-	67,588	53,278	21,967
CA Dept of Forestry & Fire Protection	-	32,062	5,845	9,855
Other Non Pass Through Deposits	7,311	62,322	49,322	55,666
Property Tax Revenue	185,000	57,000	18,000	1,500
Total Non Pass Through Deposits	192,311	218,972	126,446	88,988
B) Total Deposits	351,322	940,982	686,690	629,621
Check/Payments				
Pass Through Payments Top Lagoon	-	(352,867)	(410,318)	(391,592)
Other Pass Through	(141,912)	(344,258)	(114,356)	(123,451)
Payroll	-	(128,000)	(130,000)	(135,000)
Other Operating Expenses	(5,000)	(50,000)	(35,000)	(35,000)
Total Payments	(146,912)	(875,125)	(689,673)	(685,043)
C) Transfer to Reserve Account	(50,000)	-	-	-
EOM Estimated Balance	499,886	565,744	562,761	507,338

A) Cash Position includes 250k in advance deposits

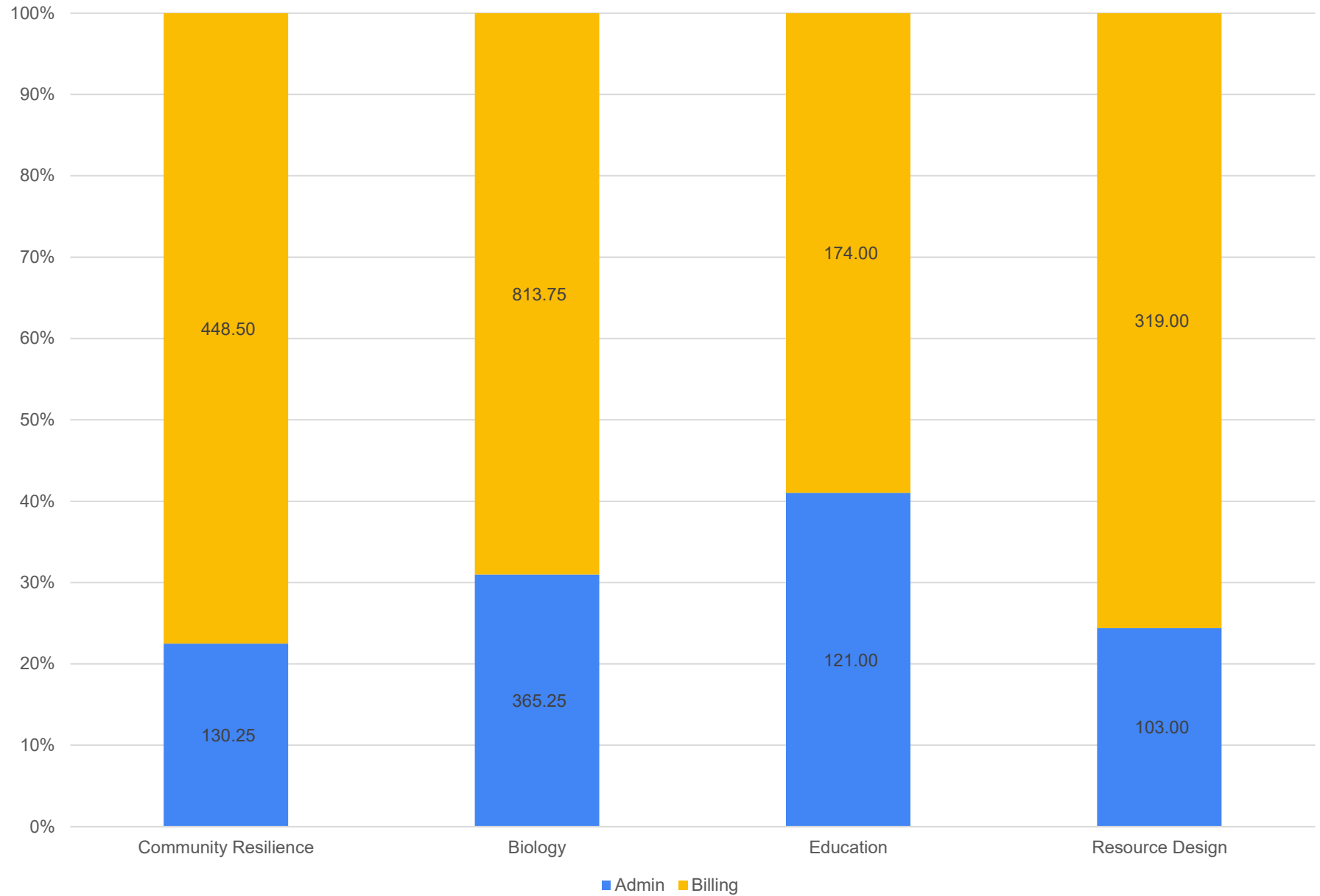
**B) Feb & March 2026 Forecast based on budget projections
& current outstanding receivables.**

C) Contingent on receiving pymts prior to month end Dec.

A/R Aging Summary Report
RCDSMM
As of December 18, 2025

Customer	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total	Pass Thru	Net	Notes
Architerra Design Group		933.75				933.75	0.00	933.75	
Bruno Naylor				6,376.80		6,376.80	0.00	6,376.80	12/15/2025 - Per client, pymt expected this month
CA Dept. of Fish and Wildlife	7,265.54	5,133.02	4,616.28			17,014.84	0.00	17,014.84	
CA Dept.of Forestry & Fire Protection		210.00	14,811.73	17,040.01		32,061.74	0.00	32,061.74	
California State Coastal Conservancy		76,337.97	159,011.50			235,349.47	201,266.78	34,082.69	159K approved. Pymt expected before month end
California State Parks		5,031.73				5,031.73	0.00	5,031.73	
Children's Community School	500.00					500.00	0.00	500.00	
Fairburn Ave Elementary				1,700.00		1,700.00	0.00	1,700.00	
Joseph Schneier			1,133.80			1,133.80	0.00	1,133.80	
Joseph Spierer Architects, Inc.	100.00					100.00	0.00	100.00	
Los Angeles County Dept of Regional Planning	11,610.00	20,392.50	23,010.00	16,320.00		71,332.50	51,112.50	20,220.00	
McMillen, LLC	2,097.50	2,220.00	3,300.00			7,617.50	0.00	7,617.50	
Mountains Recreation and Conservation Authority		37,712.13				37,712.13	0.00	37,712.13	
National Fish and Wildlife Foundation - Woolsey		303,934.54				303,934.54	228,417.40	75,517.14	
Sarah Shelby				555.00		555.00	0.00	555.00	
The Xerces Society, Inc		2,599.59				2,599.59	0.00	2,599.59	
USGBC-LA				1,000.00		1,000.00	0.00	1,000.00	
Wildlife Conservation Board	6,290.71	500,271.08	400,470.59	53,498.50	165,858.80	1,126,389.68	911,537.52	214,852.16	323k expected by month end.
TOTAL	27,863.75	954,776.31	606,353.90	96,490.31	165,858.80	1,851,343.07	1,392,334.20	459,008.87	

Nov 2025 Billing vs Admin (GF) Hours



Resource Conservation District of the Santa Monica Mountains

Fiscal Year 2025 - 2026 Budget vs Actual
July 1, 2025 thru October 31, 2025

Income	YTD Budget	YTD Actual	Notes
Grant Revenue	\$ 1,158,580	\$ 3,333,103	Pass thru revenue much higher than projected.
Property Tax Revenue	\$ 21,500	\$ 21,652	
Donations	\$ 12,000	\$ 8,936	
Interest Income	\$ 8,000	\$ 7,892	
Total Income	\$ 1,200,080	\$ 3,371,583	
Expenses			
Payroll Expenses	\$ 657,089	\$ 641,264	Pass thru expenses much higher than projected.
Professional Fees	\$ 15,800	\$ 9,595	
Pass Thru Expenses	\$ 528,990	\$ 2,623,531	
General Overhead expenses	\$ 54,689	\$ 64,005	
Total Expenses	\$ 1,256,568	\$ 3,338,395	
Net Operating Income	\$ (56,488)	\$ 33,188	

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RCDSMM 2026 Board Meeting Dates

January 26, 2025

February 23, 2025

March 23, 2025

April 27, 2025

May 18, 2025 (early-Memorial day)

June 22, 2025

July 27, 2025

August 24, 2025

September 28, 2025

October 26, 2025

November 16, 2025 (early-Thanksgiving)

December 21, 2025 (early -Christmas/New Years)



Resource Conservation District of the Santa Monica Mountains Employee Handbook

Updated July 2025

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1.0 Welcome

Welcome! You have just joined a dedicated organization. We hope that your employment with The Resource Conservation District of the Santa Monica Mountains (RCD) will be rewarding and challenging. We take pride in our employees as well as in the services we provide.

The RCD complies with all federal and state employment laws, and this handbook reflects the RCD's policies in connection with those laws. The RCD also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgement at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The RCD reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other employee, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the District Manager or the Administrative Operations Manager.

We wish you success in your employment here at the Resource Conservation District of the Santa Monica Mountains!

All the best,

Tracy Lovric, District Manager

Resource Conservation District of the Santa Monica Mountains

1.1 At-Will Employment

Your employment with RCD is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the RCD at any time, with or without notice and with or without cause.

Nothing in this handbook or any other RCD document, including but not limited to letters issued annually or at other times specifying an employee's terms of compensation and employment, should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the District Manager has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the District Manager.

If a written contract between you and the RCD is inconsistent with this handbook, the written contract is controlling.

2.0 Introductory Language and Policies

2.1 Ethics Code

The RCD will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our employees are expected to adhere to the highest standards of business and personal integrity as a representation of our business practices, always consistent with their duty of loyalty to the RCD.

We expect that officers, directors, and employees will not knowingly misrepresent the RCD and will not speak on behalf of the RCD unless specifically authorized. Confidential information about the RCD or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

2.2 Conflicts of Interest

Employees must not engage in any conduct that would create an actual or potential conflict of interest or create the appearance of such a conflict. While it is impossible to list every circumstance that may create a possible conflict of interest, the following should serve as a guide to the types of activities that may cause such a conflict:

- Having a direct or indirect financial or ownership interest in an outside concern that does business with the RCD (except where such financial or ownership interest consists of securities of a publicly owned corporation regularly traded on a public stock exchange)
- Providing managerial consulting, or other services to a third party that does business with, renders any services to the RCD, except with the knowledge and written consent of the District Manager.
- Accepting gifts of more than token value, loans, excessive entertainment, kickbacks, or other substantial favors from any outside concern which does or is seeking to do business with the RCD.
- Representing the RCD in any transaction in which there may be or is a conflict of interest.
- Disclosing or using confidential information relating to the RCD for personal profit, advantage, or any other reason; and/or
- Accepting and/or performing outside employment or work, directly or through an intermediary, which can or will adversely affect an employee's productivity or availability for a position with the RCD.

This list is not intended to be used as a substitute for good judgment. Should an employee become involved in a situation that may possibly give rise to a conflict of interest, immediate disclosure must be made to the District Manager in order to protect the interests of both the RCD and the employee.

2.3 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with the Resource Conservation District of the Santa Monica Mountains. If you are currently employed and have not complied with this requirement or if your status has changed, inform your supervisor.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the RCD.

2.5 Revisions to Handbook

This handbook is our effort to keep you informed of the terms and conditions of your employment, including RCD policies and procedures. The handbook is not a contract. The RCD reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or by email or other communications

3.0 Employment Practices

3.1 Equal Employment Opportunity

The Resource Conservation District of the Santa Monica Mountains is an equal opportunity employer and makes employment decisions based on merit. The RCD's policy prohibits unlawful discrimination based

on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender, gender identity, gender expression, reproductive health decision-making, sexual orientation race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions), genetic information, marital status, domestic partner status, age, military or veteran status, adult recreational use of cannabis off-duty and outside the workplace, domestic violence victim status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful.

Discrimination violates this policy regardless of whether the applicant or employee actually has the protected characteristic, is perceived to have it, is associated with a person who has it, or when it is based on a combination of two or more protected characteristics. The RCD maintains a zero tolerance of violations of this policy by any employee or other persons doing business with the RCD, and will take prompt and appropriate measures to enforce an atmosphere of non-discrimination in the workplace.

Any employee with questions or concerns about discrimination in the workplace should bring these issues to the attention of their supervisor or to the District Manager. Employees can raise concerns, report problems, or make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, or submitting a fraudulent complaint, will be subject to corrective action up to and including discharge.

3.2 Reasonable Accommodations

The employment-related provisions of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) apply to all employees and job applicants seeking employment with the RCD. Under the ADA and the FEHA, a qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the position in which the individual is employed.

The RCD will attempt to provide reasonable accommodation for known physical or mental limitations if a job applicant or employee is otherwise qualified, unless undue hardship related to the necessity of business operations would result. An applicant or employee who requires reasonable accommodation in order to perform the essential functions of the job should inform the District Manager to request an evaluation of such an accommodation via a good faith interactive process. Contact the District Manager for further information.

The RCD is committed to providing a work environment that is respectful of the religious beliefs of its employees, including providing reasonable accommodations in the absence of undue hardship. Employees in need of accommodation should inform the District Manager to request an evaluation of their accommodation request.

3.3 Accommodations for Pregnant Employees

As required by the federal Pregnant Workers Fairness Act (PWFA), the RCD will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to the RCD's operations.

Policy:

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the District Manager. The accommodation

request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the Administrative Operation Manager will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

Sit while working.

Drink water during the workday.

Receive closer-in parking.

Have flexible hours.

Receive appropriately sized uniforms and safety apparel.

Receive additional break time to use the bathroom, eat and rest.

Take time off to recover from childbirth.

Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the RCD will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The RCD prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

3.4 Harassment, Discrimination, and Retaliation Prevention

The Resource Conservation District of the Santa Monica Mountains is committed to maintaining a work environment that is free from any form of harassment. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any manager, co-worker, customer, supplier, vendor, independent contractor, or visitor. Similarly, any employee's harassment of persons seeking employment with RCD, or harassment of our customers, suppliers, vendors, visitors, independent contractors, unpaid interns, volunteers, or anyone else who conducts, attempts to conduct, or is solicited for business with RCD will not be tolerated.

The RCD is equally committed to providing a workplace that is free from harassment, discrimination, retaliation and disrespectful or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender, gender identity, gender expression, reproductive health decision-making, sexual orientation, race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic conditions), genetic information, marital status, domestic

partner status, age, military or veteran status, adult recreational use of cannabis off-duty and outside the workplace, domestic violence victim status, or any other basis protected by federal, state, or local law or ordinance or regulation. It also prohibits discrimination, harassment, disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics, is associated with a person who has or is perceived as having any of those characteristics, or when it's based on a combination of two or more protected characteristics. All such harassment is unlawful and therefore deemed to be a form of gross misconduct. In addition, the RCD prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

Sexual harassment is one specifically prohibited type of harassment. Unwelcome or unwanted sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment. It is harassment when, for example:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to, or rejection of, the conduct is used as the basis for an employment decision; or
- The conduct had the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Examples of types of unlawful harassment include:
- Verbal Conduct such as epithets, derogatory comments, slurs, comments about an individual's body or dress, dirty jokes, persistent requests for dates, or unwanted sexual advances, invitations, or comments.
- Visual Conduct such as derogatory cartoons, pictures, photographs, drawings, or gestures.
- Physical Conduct such as assault, blocking normal movement, or interference with work directed at an individual because of their sex or other protected basis.
- Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported harassment or participated in good faith in a harassment complaint investigation.
- Communication via electronic media of any type that includes any harassing conduct, which is prohibited by state and/or federal law, or by the RCD's policy.
- Abusive conduct directed toward any individual on account of actual or perceived sex, sexual orientation, gender identity or expression, gender stereotyping, race, color, national origin, ancestry, ethnicity, religion, citizenship or immigration status. "Abusive conduct" is defined under California Government Code section 12950.1(g)(2) as the "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interest." Abusive conduct "may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance."

Complaint Procedure:

If an employee experiences any form of harassment, discrimination, or retaliation, or has a related complaint that the work environment is hostile, offensive, intimidating, or abusive, they should report the matter to any supervisor, the Administrative Operations Manager or the District Manager. The complaint may be made orally or in writing. Employees may, but are not required to, report the incident to their immediate supervisor.

It is the responsibility of every RCD manager and supervisor to create an atmosphere free from discrimination and harassment, sexual or otherwise. In addition, it is the responsibility of each employee

to respect the rights of supervisors, co-workers, members and visitors to our facility. Managers and supervisors are expressly required to notify the District Manager or Administrative Operations Manager about any complaints, reports or observed incidents of harassment or discrimination in any RCD work environment. Failure by any manager or supervisor to report known or suspected incidents of harassment may be subject to disciplinary action.

Retaliation against any employee for reporting a problem, filing a complaint, bringing inappropriate conduct to the RCD's attention, or participating in an investigation or proceeding is strictly prohibited.

It is the RCD's policy to investigate all reports or complaints of harassment, discrimination, or retaliation thoroughly, promptly, and discreetly. To the extent possible, the confidentiality of an employee or any other person who has reported a problem and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The outcome of the investigation and a timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. If an investigation has concluded that harassment, discrimination, or retaliation occurred, the RCD will take immediate and appropriate remedial corrective action, up to and including discharge.

Upon receipt of a complaint, the RCD will undertake a timely investigation to determine the facts and any appropriate corrective action. The investigation will be a neutral fact-finding inquiry by a qualified investigator. Should the RCD determine that the individual circumstances require an independent investigator to ensure impartiality, the RCD will take the appropriate steps to do so. All individuals who participate in the investigation, whether as the person making the complaint, the person(s) whose behavior is being investigated, or individual witnesses will be treated with respect and will be afforded due process.

Supervisors, managers, and co-workers can be held personally responsible for sexual harassment, meaning their personal assets are at risk. Any employee is personally liable if he or she engages in sexual harassment. This is true regardless of whether the RCD knows or should have known of the conduct and fails to take immediate and appropriate remedial/corrective action.

Employees should contact their supervisor, or the District Manager directly with any questions.

3.5 Lactation Accommodation

The RCD provides sufficient break time for employees who are breast-feeding to express milk at work. Employees will be provided as much time as needed for lactation. Any time used outside of an employee's normally scheduled paid breaks will be unpaid. When possible, supervisors will consider flexible schedules to accommodate an employee's needs. In addition, the RCD will provide a private room or space, other than a bathroom, that is shielded from view, free from intrusion, and in close proximity to the employee's work area, to express milk. This location will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity. The RCD will also provide access to a sink with running water and a refrigerator suitable for storing milk.

3.6 Whistleblower Protections

Resource Conservation District of the Santa Monica Mountains has a strict policy that prohibits retaliation against employees who report unlawful conduct in connection with the workplace. The RCD also does not

permit retaliation against employees who refuse to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by the RCD, we encourage you to report it immediately to your supervisor or to the Administrative Operations Manager or District Manager. Alternatively, you may contact the California State Attorney General's Whistleblower Hotline at (800) 952-5225. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.

4.0 Wage and Hour Policies

4.1 Attendance and Work Schedules

Regular attendance is an expectation for employees at the RCD. Regular attendance is defined by the employee's Job Offer letter and job description that are agreed on upon hire and during annual reviews.

Employees are required to notify their direct supervisor if they will be absent or tardy beyond a reasonable amount of time. Due to the nature of some employees' field work, it may also be required to notify third parties. The RCD reserves the right to augment an employee's work schedule and in-office time due to changing work environments and responsibilities. In these cases, an employee's direct supervisor must notify the employee in writing no less than 2 weeks prior to the change. The affected employee may request a discussion with the supervisor regarding the new scheduling terms.

The RCD reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

The RCD's workweek for purposes of computing overtime begins on Sunday at 12 a.m. and ends on Saturday at 11:59 p.m.

4.2 Pay Periods and Paydays

Pay periods begin at midnight on the 1st and 16th days of each month. Wages are paid twice per month. Pay is processed the business day following the end of the pay period.

4.3 Meal and Rest Periods

To the extent possible, all full-time non-exempt employees are provided with periods of rest during the workday consisting of a 10-minute rest period in the morning, another 10-minute rest period in the afternoon, and a 30 minute to one-hour meal period. Rest periods, or "breaks," should occur as near as possible to the middle of the work period. These breaks are provided to enable employees to take care of their personal needs and may not be extended, added onto meal breaks, or used to compensate for late arrivals or early departures.

Non-exempt employees are relieved of all active responsibilities and restrictions during meal periods and are not permitted to work during for that time. Employees are responsible for making sure they take their breaks and meal period, and for accurately recording the time taken off work for meal periods.

If you are nonexempt and work more than 10 hours in a workday, you will be provided a second unpaid, uninterrupted 30-minute meal period no later than the end of your tenth hour of work. If you work no more than 12 hours in a workday and have taken the first meal period, you may mutually arrange with your supervisor to waive the second meal period.

4.4 Remote Work

The RCD permits remote work for some positions. The number of required in-office days is specified for each individual employee based on their unique position at time of hire and in accordance with annual reviews. The RCD reserves the right to make changes to an employee's number of required in-office days at any time and for any reason.

Nonexempt employees who work remotely are required to accurately track and report their time worked using the RCD's time-tracking system.

On days when you are telecommuting, you are expected to adhere to the same performance standards as if you were working in-person in the office. This includes being available and responding to call/texts/emails with staff, attending meetings (e.g., via Zoom), and other work-related expectations. Employees' home telecommuting work areas may be evaluated to ensure that appropriate safety standards are met, and that telecommuting represents a viable alternative to in-person office work on a daily basis. For questions on the RCD's telecommuting policy, consult the Administrative Operations Manager or District Manager.

4.5 Direct Deposit

The RCD encourages all employees to enroll in direct deposit. If you would like to take advantage of direct deposit, ask the Administrative Operations Manager for an application form. Typically, the bank will begin the direct deposit of your payroll within 30 calendar days after you submit your completed application.

If you have selected the direct deposit payroll service, a written explanation of your deductions will be provided to you on paydays in lieu of a check.

4.6 Employment Classifications

Based upon each employee's job duties, the RCD designates all employees as either exempt or nonexempt in compliance with applicable law:

- Exempt Employees. Exempt employees are generally paid a fixed salary and do not receive overtime pay. Exempt employees are expected to work whatever time is reasonably required to perform the duties of their position.
- Nonexempt Employees. Nonexempt employees are paid per hour and receive overtime pay as specified below.
- The RCD also assigns each employee to one of the following categories:
- Full-Time Employees. Full-time employees are normally scheduled to work at least 30 hours per workweek. Full-time employees are eligible for all RCD benefits.

- **Variable Part Time Employees.** Variable Part Time Employees are eligible for all RCD benefits and may work anywhere from 20-40 hours per week.
- **Part-Time Employees.** Part-time employees are normally scheduled to work 20 - 30 hours per workweek. Part-time employees are eligible for paid sick time as specified below. If a part-time employee works in excess of 1000 hours in a fiscal year, they become eligible for all RCD benefits.
- **Intermittent Part Time Employees.** Intermittent Part Time employees are generally hired on a seasonal or project-specific basis, with either full- or part-time hours not to exceed 1000 hours annually. Intermittent Part Time Employees are not eligible for most RCD benefits, but they do receive paid sick time as specified below.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Administrative Operations Manager. These classifications do not alter your employment at-will status.

4.7 Job Abandonment

If you fail to show up for work and fail to communicate with the office or respond to calls, emails, and text messages, or have an unapproved absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from the RCD.

4.8 Paycheck Deductions

The RCD is required by law to make certain deductions from your pay each pay period, including deductions for state and federal income tax, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. All deductions will be itemized on your paycheck stub.

4.9 Recording Time

You are required to record your hours in your timesheet daily. Your supervisor will give you specific instructions. If you have questions about your time, pay rate, project code or how to use the payroll system, contact your Supervisor, the Administrative Operations Manager or Controller. Do not wait until the end of the pay period to take care of problems or system issues.

Notify the Administrative Operations Manager of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock"; that is, RCD work hours that aren't logged on your designated timesheet. If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your supervisor or appropriate department any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.10 Overtime Pay

From time-to-time, the workload may necessitate an employee to work overtime. The RCD will make an effort to evenly distribute overtime based on business necessity among the employees with the skills, knowledge, and ability for the work that needs to be accomplished. When overtime work is needed, the RCD will seek volunteers to work overtime and will distribute overtime hours evenly based on business necessity among the employees with the skills, knowledge and ability for the work needed. Working unauthorized overtime is strictly prohibited.

Only actual hours worked in a workweek will be counted as hours worked for the purpose of calculating overtime. Sick leave, vacation, holidays, or other paid time off is not considered hours worked for purposes of overtime calculations. Overtime is defined as hours worked in excess of 40 hours in a workweek. Only non-exempt employees are eligible for overtime

4.11 Bilingual Pay

RCD employees are eligible for bilingual pay, provided they (1) occupy a position designated as "bilingual-pay-eligible;" and (2) successfully demonstrate proficiency in a qualified foreign language.

Designating a Position as Bilingual-Pay-Eligible: In order to designate a position/employee as "bilingual-pay-eligible," a supervisor must submit a request to Human Resources. The request should outline the need for the bilingual designation. Human Resources, in consultation with the District Manager, will determine whether to approve the requested designation. This determination will consider community needs, the degree to which the position interacts with non-English-speaking members of the public, and whether and to what extent the position's duties and objectives will be enhanced by bilingual services.

Certification/Testing Process: The RCD shall establish a testing process based upon accepted industry standards that allows an RCD employee to demonstrate proficiency in reading and speaking the language as it is used in everyday practice. The testing process will be administered by an approved third-party vendor, with the cost paid by the RCD. The RCD shall determine those languages that are in sufficient demand in the community to qualify for bilingual pay. The RCD has determined that Spanish is currently the only qualifying language. As circumstances dictate, the RCD may certify additional qualifying languages at its discretion. Each employee receiving bilingual pay shall be subject to recertification every five (5) years.

Pay: Once approved and certified, employees will receive bilingual pay as follows:

- Non-exempt employees will receive an additional \$1.00 per hour.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Open Door/Conflict Resolution Process

The RCD strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to the Administrative Operations Manager or District Manager. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the RCD, management, its employees, vendors, customers, or any other persons or entities related to the RCD, bring your concerns to the attention of your supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor.

If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that your supervisor is the source of the problem, present your concerns to the Administrative Operations Manager or District Manager. Describe the problem with as much specificity as possible, including a description of the specific incident(s) (with dates), those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

If after communicating with the Administrative Operations Manager or District Manager, you still feel your problem has not been sufficiently addressed, present your concerns to the RCD Board Personnel committee, in writing.

Please refer to the RCD website for updated contact information on staff and board. In addition to this open-door policy, the RCD maintains procedures for employees to report harassment and discrimination, according to the policy included in this handbook.

5.2 Standards of Conduct

The RCD expects all employees to observe professional behavior while at work. As with all businesses, the RCD considers certain conduct unacceptable. It is not possible or practical to list every type of conduct that is unacceptable. In order to provide employees with some guidance concerning unacceptable behavior, the following are examples of conduct that should not take place in the work environment:

- Obtaining employment based on false or misleading information, falsifying information, or making material omissions in any RCD documents or records;
- Theft or unauthorized removal of property from the RCD's premises that belongs to or is in the possession of the RCD, another employee, a supplier, vendor, or visitor;
- Loss, misappropriation or unauthorized use of money, credit, property, or equipment of the RCD or belonging to another employee, a supplier, vendor, or visitor;
- Dishonesty of any kind, including asking another employee to lie, withholding the truth from management, or falsifying time sheets or any RCD documents or files;
- Bringing or possessing firearms, weapons, or any other hazardous or dangerous devices or chemicals on RCD property, including if the employee has a valid permit to carry a concealed weapon;
- Willful violation of any law, rule, or regulation (other than traffic violations or similar offenses), or pleading guilty to or being convicted of a felony or a misdemeanor that affects an employee's suitability for continued employment;
- Engaging in any action, on or off RCD premises, that reflects unfavorably on the organization and its reputation, including criminal or illegal behavior of any kind;
- Bullying, abusive conduct, malicious gossip and/or spreading rumors, engaging in behavior that creates discord or disharmony in the workplace, interfering with another employee on the job, or restricting work output or encouraging others to do the same;

- Unsatisfactory attendance, excessive absenteeism, repeated tardiness, not being ready to work at the start of a workday, stopping work before the end of the workday or leaving work early, or misuse of sick leave;
- Sleeping or malingering on the job;
- Unlawful or unauthorized possession of alcohol or drugs while on duty or on RCD premises, or reporting to work under the influence of alcohol or drugs;
- Negligence, horseplay, or any other action that endangers other people or RCD property or that disrupts work;
- Violating any security rules or procedures; and/or
- Harassing, threatening, intimidating, or coercing any employee or another person, including violation of the RCD's policy against harassment.

5.3 Disciplinary Action and Performance Improvement Plan

The purpose of disciplinary action is to correct deficiencies in employee performance, to seek improvement to meet appropriate standards, and/or to correct for violation of RCD policies. The disciplinary process outlined in the following has been established to provide general guidelines for a fair method for disciplining employees.

Discipline may be initiated for various reasons including, but not limited to, "improper conduct" as defined above, violations of RCD work rules, insubordination, or poor job performance. The severity of the action depends on the nature of the offense and an employee's record, and may range from verbal counseling, withholding merit pay, a reduction in base salary, to immediate dismissal. It is not necessary to follow each step in order; the RCD has discretion to determine the appropriate level of discipline in all cases.

The normal progressive discipline procedure consists of:

1. Pre-disciplinary counseling: An opportunity to communicate in a non-disciplinary fashion that a problem is perceived and that the supervisor is available to help solve it.
2. Verbal warning: To communicate to the employee that a repeat action may result in more serious discipline.
3. Written warning and/or Performance Improvement Plan: A written communication to the employee that the same or related offense has been committed. A copy of this warning is given to the employee and one copy is filed in the employee's personnel file.
4. Second Written warning and/or suspension without pay: For the same or a related offense. Prepared in writing reflecting prior disciplinary actions; a copy is given to the employee and a copy is kept in the employee's personnel file.
5. Dismissal: The final step in the disciplinary process is termination from employment. The RCD may choose to enforce an alternative measure of discipline, such as demotion, in an effort to solve the problem short of dismissing an employee.

Although one or more of these steps may be taken in connection with a particular employee, no formal order or system is necessary. The RCD reserves the right to deviate from this policy when it feels that circumstances warrant such a deviation. The District Manager is vested with the authority to determine the appropriate course of action.

The disciplinary process will be instituted for employees who are not in an introductory period status.

5.5 Resignation Policy

The RCD hopes that your employment will be a mutually rewarding experience; however, the RCD acknowledges that varying circumstances can cause you to resign employment. The RCD intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice:

The RCD encourages that you provide a minimum of two weeks' notice of your resignation, or four weeks' notice if you are a supervisor. Provide a written resignation letter to your supervisor. If you provide less notice than requested, subject to the District Manager's discretion the Organization may deem you to be ineligible for rehire, depending on the circumstances.

The RCD reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay:

The RCD will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the RCD if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property:

Return all RCD property at the time of separation. Failure to return some items may result in deductions from your final paycheck where state law allows.

5.6 Workforce Reductions (Layoffs)

If necessary, based upon business needs, RCD management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the RCD will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Personal Appearance

We recognize that much of our work takes place in the field, away from a traditional office setting. However, your personal appearance reflects on the reputation, integrity, and public image of Resource Conservation District of the Santa Monica Mountains. When in the office, and at all workplace settings, all employees are required to report to work neatly groomed and dressed.

Employees are expected to maintain personal hygiene habits including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. Employees may be required to wear uniforms or protective safety clothing and equipment, as instructed by their supervisor.

Employees are expected to use good judgment in determining what to wear in work settings, including in the field. Clothing should be free of writings and slogans that are inappropriate for the work environment.

Contact your supervisor or Administrative Operations Manager if you have a question about the appropriateness of dress.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of consideration for others with sensitivities or allergies.

The RCD, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that may be affected by the personal appearance policy, unless doing so would impose an undue hardship on the RCD. Contact your supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.2 Personal Device Use

While the RCD permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact on workplace safety and health.

We recognize that we are often working in close quarters with fellow employees. For this reason, please use personal headphones/ear buds when listening to music or videos, or when on a long call with fellow employees present.

Use of personal cell phones and mobile devices for personal business at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. During working time, use of such devices should be minimal and should not interfere with duties. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on RCD property unless authorized in advance by management.

You are expected to comply with RCD policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the RCD requires that the driver's personal cell phone/mobile device not be used. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

RCD business must be conducted using electronic devices and resources furnished by the RCD. You should be aware that any records of RCD business stored on your personal devices may be subject to disclosure in response to a public records request, and may require you to turn over your device for inspection and gathering of RCD records. The RCD is not responsible for electronic devices owned by employees or others.

6.3 Personal Data Changes

It is your obligation to provide the RCD with your current contact information, including current mailing address and telephone number. You should also inform the RCD of any changes to your tax withholding

status. Failure to do so may result in loss or delay in receiving benefits, or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Administrative Operations Manager.

6.4 Official Social Media and Online Content

Only designated employees may establish and maintain any online content, including social media pages and accounts, on behalf of the RCD. Employees who are not authorized to establish and maintain social media pages or accounts may not create or post any content online that represents or purports to be the official communications of the RCD.

6.5 Third Party Disclosures and Media Requests

From time to time, the RCD may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the RCD, and should refer any call requesting the position of the RCD to the District Manager. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the District Manager prior to speaking with the person requesting your participation.

6.6 Use of Employer Vehicles

Company vehicles are to be used for authorized RCD purposes only. Unless the use of the RCD vehicle has been approved for personal use, personal or outside business use is strictly prohibited. Only authorized individuals may operate RCD vehicles.

If you drive an RCD vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your supervisor. If you receive citations or other violations, you may be deemed ineligible to operate an RCD vehicle.

When an RCD vehicle cannot be operated, is unsafe for use, or has been damaged, notify your supervisor immediately.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.7 Workplace Privacy and Right to Inspect

All RCD property, including but not limited to phones, desks, workplace areas, vehicles, or machinery, remains under the control of the RCD and is subject to inspection at any time, without notice to any

employees, and without their presence. This applies to all work-related communication on RCD-provided electronic devices and resources.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on RCD premises including that kept in desks.

7.0 Benefits

7.1 Holidays

The RCD offers the following paid holidays each year:

- New Year's Day (January 1st)
- Martin Luther King Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Columbus Day/Indigenous People Day (2nd Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (Thursday designated for Thanksgiving)
- Thanksgiving Friday (Friday following Thanksgiving)
- Christmas Day (December 25)
- Two (2) "Floating Holidays"

Employees who are in pay status on their last regular workday before and after the holiday will receive pay for the number of hours they would normally work on the day the holiday is observed. If a holiday falls on your regular day off, ask your supervisor how it affects you. Any "floating holidays" remaining and unused at the end of the calendar year will be paid out with the first payroll in January.

7.2 Workers' Compensation Insurance

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at the RCD, no matter how slightly, you are to report the incident immediately to your supervisor and the Administrative Operations Manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your supervisor immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.3 Short-Term Disability Benefits

The RCD also provides statutory short-term disability insurance. This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

7.4 Employee Assistance Program

The RCD provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. This employer-paid program is voluntary. Usage of the employee assistance program is completely confidential. The only information the RCD receives from the use of this program is aggregate data. Further details can be obtained through the Administrative Operation Manager.

8.0 Time Off Work

8.1 Vacation

The RCD provides employees with paid vacation for rest and relaxation, which may also be used for personal time off due to personal appointments, family matters, time off to vote, school activities, religious observances, and other personal obligations.

Eligibility:

All eligible full-time and part-time employees are eligible to begin accruing their vacation time immediately upon hire.

Deposits Into Your Leave Account:

Vacation is calculated according to your work anniversary year.

The amount of vacation received each year is based on your length of service and accrues according to an accrual schedule determined by the RCD up to a maximum annual grant as shown below:

- 1 through 5 years of employment: 80 hours annually.
- 6 through 10 years of employment: 120 hours annually.
- 11 through 15 years of employment: 160 hours annually.
- 16 or more years of employment: 200 hours annually.

Once you reach the maximum accrual amount of 300 hours, you will not accrue any additional vacation until you use some of the accrued but unused vacation and the amount falls below the maximum accrual amount. You will not receive retroactive credit for any period of time in which you did not accrue vacation because you accrued the maximum amount.

Leave Usage and Requests for Leave:

The RCD encourages you to use your vacation time. You are eligible to begin using vacation as soon as it is accrued.

You must request vacation from your supervisor as far in advance as possible. Requests for time off are to be made in writing or through the designated platform. The RCD will generally grant requests for vacation when possible, taking business needs into consideration.

During a Leave of Absence:

You will not accrue vacation during unpaid leaves of absence, or other periods of inactive service, unless vacation accrual is required by applicable federal, state, or local law.

Carryover:

Unused vacation will carry over to the following year and continue to accrue up to 300 hours.

Separation of Employment:

Upon separation of employment for any reason, you will be paid for earned but unused vacation time at your rate of pay when you separate.

8.2 Paid Sick Leave

The RCD provides paid sick leave to be used for absences due to medical or doctor appointments, personal illness or injury, specific legally protected absences such as time off for crime victims or family members of crime victims, or to attend to an illness of a spouse, registered domestic partner, child of employee or child of spouse or registered domestic partner, parent, parent-in-law, grandchild, grandparent, sibling, or designated person who is a blood relative or individual whose relationship to the employee is the equivalent of a family relationship. Sick leave should not be abused nor taken merely because there are remaining hours available. Each employee must personally and promptly notify their supervisor to be eligible to receive sick leave pay.

Eligibility:

All employees who have worked in California for at least 30 days within a year after beginning employment are entitled to earn sick leave.

Accrual and Usage:

Part-time and Intermittent part-time employees begin to accrue sick leave upon employment at a rate of one hour for every 30 hours worked and may begin using accrued leave immediately upon accrual. Full-time employees begin to accrue sick leave at the start of employment at a rate of one hour for every 21.7 hours worked (twelve days per year) and may begin using accrued leave immediately upon accrual.

You may not use more sick leave than you have accrued or receive an advance of sick leave that has not yet been accrued. For seasonal and intermittent part-time employees, earned but unused sick leave will carry over to the following leave year up to a maximum of 80 hours (10 days). For eligible full-time and part-time employees, earned but unused sick leave will carry over to the following leave year. Employees may not accrue more than 200 hours of sick leave at any time. Any employee who accrues more than 200 hours of sick leave will stop accruing more sick leave until their balance is reduced below the 200-hour cap. For the purposes of this policy, the leave year is the company's fiscal year which runs from July 1st - June 30th.

Notice:

If your need for leave is foreseeable, you must provide as much advance notice as possible. If unforeseeable, provide notice as soon as practical. If known, notice should include the expected length of the absence.

Payment upon Termination:

Full-time and part-time employees will be paid out half of their accrued but unused sick leave at time of termination. Intermittent employees will not be paid out any of their balance at time of termination.

Reinstatement of Sick Leave upon Rehire:

The RCD will reinstate the balance of previously accrued unused sick leave which was not paid out at the time of separation, if you separate and are rehired within one year.

8.3 Leave Pursuant to the California Family Rights Act (CFRA)

Employees may need to request, or the RCD may designate, a leave of absence that qualifies for the protections under the FMLA and/or CFRA. For an employee to qualify for FMLA or CFRA, the employee must have worked for the RCD for at least 12 months and worked at least 1,250 hours in the past 12 months. Leave under the FMLA and CFRA is a maximum of 12 weeks in a 12-month period. The 12-month period is the RCD's fiscal year which runs July 1st through June 30th. Generally, FMLA and CFRA provide for up to 12 weeks of un-paid leave resulting from one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, domestic partner, child, parent, grandparent, grandchild, sibling, or other designated person who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- For any "qualifying exigency" (as defined by federal regulations) because the employee is the spouse, son, daughter, or parent of an individual who is on covered active duty.
- An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 weeks of leave during a 12-month period to care for the service member.

Notice and Leave Request Process:

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the RCD first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the family or covered service member, if applicable, and the RCD.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

The following conditions also apply:

1. The employee will remain in paid status while using appropriate accrued leave balances (sick, vacation, CTO, or administrative time).
2. The employee will be in non-paid status after exhaustion of appropriate accrued leave balances.
3. If disability or paid family leave insurance benefits are applicable, the employee may coordinate the use of appropriate accrued leave balances, to the extent available, to maintain the equivalent of full salary and to avoid an overpayment.
4. During the period of leave, the RCD will continue the employer contribution for employee benefit premiums, as if the employee were not in leave status, for up to 12 weeks as required by law or regulations. The employee must reimburse the RCD for any portion of benefits they would have paid through payroll deduction. Such reimbursement must be received by the RCD within 30 days of the date of the invoice or written notification. If the RCD does not receive the reimbursement from the employee within 30 days, the RCD can cancel any policies and/or plans for which they have not been reimbursed.

Certification of Need for Leave:

If you are requesting leave because of your own or a covered family member's serious health condition, you must provide a medical certification from the appropriate provider. You may obtain Medical Certification forms from the Administrative Specialist or Deputy District Manager. Failure to provide requested medical certification in a timely manner may result in denial of FMLA and CFRA-covered leave until it is provided.

At our expense, the RCD may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The RCD also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

Paid Leave Utilization During FMLA/CFRA Leave

FMLA/CFRA leave is unpaid; however, you may substitute any accrued and unused paid leave vacation or sick days for unpaid FMLA/CFRA leave as permitted by law.

Your FMLA/CFRA leave runs concurrently with other types of leave, such as accrued paid leave that is substituted for unpaid FMLA/CFRA leave, to the extent allowed by state law. The substitution of paid leave for unpaid FMLA/CFRA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA/CFRA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100 percent of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, you may elect to use accrued paid leave to supplement these benefits.

Intermittent Leave:

If medically necessary, FMLA/CFRA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA/CFRA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA/CFRA leave is unpaid, the RCD will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the RCD may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

Fitness for Duty Requirements:

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

8.4 Bereavement Leave

Employees who have been employed for at least 30 days may take bereavement leave of up to five days upon the death of a family member. For the purposes of this policy, a family member includes a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, designated person, or parent-in-law.

Bereavement leave need not be taken all at once, but must be completed within three months of the family member's death.

Employees can use any available vacation time, sick days, or other leave credits to cover their bereavement leave. Otherwise, bereavement leave is unpaid. This substitution does not extend the length of the leave.

If requested, employees must provide documentation of the death of the family member within 30 days of the first day's leave. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The RCD will maintain the confidentiality of any employee requesting leave under this policy including documentation provided to the RCD related to a request for leave. Employees wishing to utilize bereavement leave should contact the Administrative Operations Manager.

8.5 Reproductive Loss Leave

The RCD provides reproductive loss leave to eligible employees. A reproductive loss event is any of the following:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy
- Unsuccessful assisted reproduction

To be eligible for reproductive loss leave, an employee must have worked for the RCD for at least 30 days prior to the start of the leave. An employee can take leave following their own reproductive loss event or that of another person – such as a spouse or domestic partner – if the employee would have been the parent of the child born or adopted. Employees are not required to submit documentation in support of their leave request.

An eligible employee may take up to five days' leave for each reproductive loss event. Reproductive loss leave does not need to be taken on consecutive days but must be completed within three months of the date of the event. This means employees can choose to take all five days at once or break up the days over a longer period, as long as their leave is completed within three months.

Reproductive loss leave is separate from, and in addition to, other types of leave to which employees are entitled (such as leave under the CFRA or PDL). If an eligible employee is taking leave under any other state or federal leave entitlement, prior to or immediately following the reproductive loss, then the employee shall complete their reproductive loss leave within three months after the end of their other leave.

If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

Employees can use any available vacation time, sick days, or other leave credits to cover their reproductive loss leave. Otherwise, reproductive loss leave is unpaid. This substitution does not extend the length of the leave.

The RCD will maintain the confidentiality of any employee requesting reproductive loss leave. Employees wishing to utilize reproductive loss leave should contact Human Resources.

8.6 Leave for Qualifying Acts of Violence

Any employee who is a victim or whose family member is a victim of a qualifying act of violence, may take unpaid leave for up to 12 weeks in any 12-month period for the following reasons:

- To obtain or attempt to obtain any relief for the family member. Relief includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the family member of the victim.
- To seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of a qualifying act of violence.
- To seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence.
- To participate in safety planning or take other actions to increase safety from future qualifying acts of violence.
- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare.
- To provide care to a family member who is recovering from injuries caused by a qualifying act of violence.

- To seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- To prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence.
- To seek, obtain, or provide childcare or care to a care-dependent adult if the childcare or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

If any employee's family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the employee may only take a leave of 10 days under this policy. If the employee's family member is a victim who is not deceased as a result of a crime, and the employee is not a victim, and the employee takes leave to relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or childcare, the employee may only take leave for five days.

For purposes of this policy, "family member" means a child, parent, grandparent, grandchild, sibling, spouse, domestic partner, or designated person. "Designated person" means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Employees may only designate one person per 12-month period.

For purposes of this policy, "qualifying act of violence" means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime:

Domestic violence;

- Sexual assault;
- Stalking; or
- An act, conduct, or pattern of conduct that includes any of the following:
- In which an individual causes bodily injury or death to another individual;
- In which an individual exhibits, draws, brandishes, or uses a firearm, or other dangerous weapon, with respect to another individual; or
- In which an individual uses, or makes a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

The RCD may require proof of the employee's participation in these activities. Whenever possible, employees must provide their supervisor reasonable notice before taking any time off under this policy.

Employees may substitute any accrued vacation, sick, or other leave credits for the leave under this policy. Leave under this policy does not extend the time allowable under the Family and Medical Leave policy above.

No employees will be subject to discrimination or retaliation because of their status as a victim or whose family member is a victim of a qualifying act of violence. Any employee who is a victim, or whose family member is a victim of a qualifying act of violence may request other workplace accommodations such as a transfer, schedule modification, implementation of safety measures, or referral to victim assistance. The RCD will engage in a good faith interactive process to determine reasonable accommodations, considering any immediate danger, so long as it does not cause undue hardship on business operations.

8.7 Time off for Crime Victims

Employees who have been victims of serious or violent felonies, as specified under California law, or felonies relating to theft or embezzlement may take time off work to attend judicial proceedings related to the crime. Employees may also take time off if an immediate family member has been a victim of such crimes and the employee needs to attend judicial proceedings related to the crime. "Immediate family member" is defined as a person to whom the employee is legally married under the laws of any state, domestic partner, child, child of a registered domestic partner, stepchild, or person to whom employee stood in loco parentis when the person was a minor, sibling, stepsibling, half-sibling, parent, stepparent, foster parent, or legal guardian.

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

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

8.8 Jury and Witness Duty

All employees will be allowed time off to serve on a jury when summoned to do so, as required by law. Employees are expected to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Full and part-time employees are eligible for continued compensation during jury duty. An employee who serves on a jury that exceeds an 8-hour day, or a 40-hour week, will not be eligible for overtime pay. There will be no limit to the time or amount of salary continuation for an employee serving on a jury. Since the RCD will continue compensation while an employee serves on jury duty, employees are required to fill out a Government waiver form at the time of service, which will stop jury duty payment, excluding expenses provided by the court. A copy of this form should be submitted to their supervisor at the end of their jury duty service.

Employees will be paid their normal wage or salary if required to be a witness or required by a subpoena to appear in court on RCD business. Employees will not be paid for their time off if summoned to appear in court as a witness or because of a subpoena for any other reason. Employees may use their vacation leave for this purpose, upon request.

8.9 Time off for Voting

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, employees may take off sufficient working time to vote. This time should be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the

least time off from work. Employees will be allowed a maximum of two hours of voting leave on Election Day without loss of pay. Where possible, supervisors should be notified of the need for leave at least two working days prior to the Election Day.

8.10 Time off for School Related Activities

Parents, guardians or grandparents with custody of schoolchildren who have been suspended are allowed to take unpaid time off to appear at the school pursuant to the school's request. Employees may use accrued leave for purposes of the leave taken under this policy.

Employees may also take unpaid time off up to 40 hours in one calendar year if they are parents (including individuals acting in the capacity of a parent under the law), guardians, stepparents, foster parents or grandparents with custody of a child attending, or of age to attend, a licensed child care provider or kindergarten through Grade 12. The unpaid leave must be used for the following child-related activities:

- To find, enroll or reenroll the child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of the child.
- To address a child care provider or school emergency, meaning that the child cannot remain in school or with a child care provider due to one of the following:
 - the school or child care provider has requested that the child be picked up or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - behavioral or discipline problems;
 - closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - a natural disaster, including, but not limited to, fire, earthquake or flood.

The amount of time off for reason #1 cannot exceed eight hours in any calendar month of the year. Prior to taking leave for reason #1 above, the employee must provide reasonable notice of the planned absence to their supervisor. The employee must give notice to their supervisor when taking leave for reason #2 above.

If more than one parent of a child is employed at the same worksite, leave for the reasons above apply, at any one time, only to the parent who first gives notice, such that another parent may take a planned absence simultaneously as to that same child for the reasons above, but only if the parent obtains approval from their supervisor for the requested time off.

Although the leave is generally unpaid, employees may use accrued leave credits for purposes of the leave taken under this policy.

8.11 Time Off for Volunteer Firefighters, Reserve Peace Officers, and Emergency Rescue Personnel

Employees are permitted unpaid time off from work to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel.

If the employees request time off under the policy, they must notify their direct supervisor immediately after the need for the leave becomes known.

8.12 Military Leave

The RCD complies with applicable federal and state law regarding military leave and re-employment rights. A military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, with amendments) and all applicable state law. You must submit documentation of the need for leave to your supervisor. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact your supervisor.

8.13 Military Leave

An employee who works, on average, at least 20 hours per week and has a spouse who is a qualified member of the United States Armed Forces, the National Guard or the Reserves, is eligible to take leave for a period of up to 10 days while their spouse is home during a qualified leave period. When the employee is also eligible for military family member exigency leave, leave under this policy shall also count toward the employee's leave entitlement under the California Family Rights Act (CFRA), where the time off meets the definition of CFRA military exigency leave.

The employee must provide notice to the RCD of their intent to take military spouse leave within two business days of receiving official notice that the employee's spouse will be on leave. The employee must also submit written documentation to RCD certifying that during the requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

Leave granted under this policy is unpaid. However, employees may substitute accrued vacation time if desired.

9.0 Safe Practices

9.1 Drug and Alcohol Policy

To help ensure a safe, healthy and productive work environment for our employees and others, to protect RCD property, and to ensure efficient operations, the RCD has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the RCD.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical or recreational marijuana), drug paraphernalia, or alcohol by an individual anywhere on RCD premises, while on RCD business (whether or not on RCD premises) or while representing the RCD, is strictly prohibited. Employees and other individuals who work for the RCD also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent

the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. Consistent with California law, the RCD does not prohibit off-duty cannabis use while away from the workplace.

The RCD reserves the right to require employees to undergo drug and alcohol screening when there is a reasonable suspicion that the employee has violated this policy. Consistent with California law, drug testing panels that include cannabis, THC, or marijuana will only test for actual impairment at the time the test is administered and the specimen is collected. It will not test for the presence of non-psychoactive metabolites in the blood, urine, or hair.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

The RCD maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. Employees are encouraged to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any RCD employee, including themselves.

9.2 General Safety

The RCD is dedicated to its goal of maintaining standards for the safety and health of employees. As part of that goal, the RCD has adopted an Injury and Illness Prevention Program (IIPP) to support its commitment to providing employees with a work environment that is conducive to safe, effective, and productive job performance. The IIPP is part of each new employee's orientation, and is periodically reviewed with all employees.

It is the responsibility of all RCD employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the RCD's IIPP and other health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The RCD also requires that all occupational illnesses or injuries be reported to your supervisor as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

Additional safety trainings may be required throughout the year based on your position. Please refer to your teams specific safety policies for additional information.

9.3 Workplace Violence

The RCD is strongly committed to providing a safe workplace. Threats, threatening language or any other acts of aggression or violence made toward or by any RCD employee will not be tolerated. Moreover, all potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable, and consistent with the requirements in the RCD's Workplace Violence Prevention Policy.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

The RCD strives to provide the best services possible to our customers and clients. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your supervisor immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our services, inform your supervisor or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our RCD as a leader in its field. Failure to do so can lead to disciplinary actions up to and including termination.

11.0 Custom Policies

Appendix 1

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.) § 18730. Provisions of Conflict-of-Interest Codes. (a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict-of-interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest. (b) The terms of a conflict-of-interest code amended or adopted and promulgated pursuant to this regulation are as follows: (1) Section 1. Definitions. The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict-of-interest code. (2) Section 2. Designated Employees. 2 The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests. (3) Section 3. Disclosure Categories. This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq. In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of

the following apply: (A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency; (B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and (C) The filing officer is the same for both agencies.¹ Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories 3 are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office. (4) Section 4. Statements of Economic Interests: Place of Filing. The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.² (5) Section 5. Statements of Economic Interests: Time of Filing. (A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment. (B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed. (C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status. (D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office. (5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office. Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement. (A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following: (1) File a written resignation with the appointing power; and (2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position. (6) Section 6. Contents of and Period Covered by Statements of Economic Interests. (A) Contents of Initial Statements. Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code. (B) Contents of Assuming Office Statements. Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively. (C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests

in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754. (D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office. (7) Section 7. Manner of Reporting. Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency and shall contain the following information: (A) Investment and Real Property Disclosure. When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following: 1. A statement of the nature of the investment or interest; 2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged; 3. The address or other precise location of the real property; 4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000. (B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain: 1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source; 2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000; 3. A description of the consideration, if any, for which the income was received; 4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received; 5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan. (C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain: 1. The name, address, and a general description of the business activity of the business entity 2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000. (D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity. (E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal. (8) Section 8. Prohibition on Receipt of Honoraria. (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. (B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. (C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section. (D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506. (8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$500. 8 (A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$500 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on

his or her statement of economic interests. (B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official. (C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials. (A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control. (B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual. (C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. (D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual. (E) This section shall not apply to the following: 1. Loans made to the campaign committee of an elected officer or candidate for elective office. 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section. 3. Loans from a person which, in aggregate, do not exceed \$500 at any given time. 10 4. Loans made, or offered in writing, before January 1, 1998. (8.3) Section 8.3. Loan Terms. (A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan. (B) This section shall not apply to the following types of loans: 1. Loans made to the campaign committee of the elected officer. 2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section. 3. Loans made, or offered in writing, before January 1, 1998. (C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code. (8.4) Section 8.4. Personal Loans. (A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift

to the designated employee for the purposes of this section in the following circumstances: 11 1. If the loan has a defined date or date for repayment, when the statute of limitations for filing an action for default has expired. 2. If the loan has no defined date or dates for repayment, when one year has elapsed from the latter of the following: a. The date the loan was made. b. The date the last payment of \$100 or more was made on the loan. c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months. (B) This section shall not apply to the following types of loans: 1. A loan made to the campaign committee of an elected officer or a candidate for elective office. 2. A loan that would otherwise not be a gift as defined in this title. 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due. 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action. Except in criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations. 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy. (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code. 12 (9) Section 9. Disqualification. No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on: (A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more; (B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more; (C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made; (D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$500 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made. (9.3) Section 9.3. Legally Required Participation. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The 13 fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section. (9.5) Section 9.5. Disqualification of State Officers and Employees. In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken: (A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or (B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more. (10) Section 10. Disclosure of Disqualifying Interest. When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest. (11) Section 11. Assistance of the Commission and Counsel. Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that

nothing in this section requires the attorney for the agency to issue any formal or informal opinion. (12) Section 12. Violations. 14 This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003. _____ 1 Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004. 2 See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer. 3 For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer. 4 Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater. 15 5 A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency. 6 Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer. Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300- 87302, 89501, 89502 and 89503, Government Code. HISTORY 1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14). Certificate of Compliance included. 2. Editorial correction (Register 80, No. 29). 3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2). 4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5). 5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46). 6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16). 7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46). 8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28- 90; operative 9-27-90 (Reg. 90, No. 42). 16 9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32). 10. Amendment of subsection (b) (5.5) and new subsections (b)(5.5) (A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6). 11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93. 12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1). 13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17). 14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11). 15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13). 16. Amendment of subsections

(b)(8)(A)-(B) and (b)(8.1) (A), repealer of subsection (b)(8.1) (B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43). 17. Amendment of subsections (b) (8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15). 18. Amendment of subsections (b)(7)(B)5., new subsections (b) (8.2) -(b) (8.4) (C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35). 19. Editorial correction of subsection (a) (Register 98, No. 47). 20. Amendment of subsections (b)(8.1), (b)(8.1) (A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20). 21. Amendment of subsections (b)(8.1) -(b) (8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49). 22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2). 23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7). 24. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, 18 nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3). 25. Editorial correction of History 24 (Register 2003, No. 12). 26. Editorial correction removing extraneous phrases in subsection (b)(9.5)(B) (Register 2004, No. 33). 27. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1). 28. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41). 29. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51). 30. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44). 31. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47). 32. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013. Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2). 33. Amendment of subsections (b)(8.1)-

(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations. Submitted to OAL for filing and printing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51). 34. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12- 1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, 20 April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49). 35. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-12-2018; operative 1- 11-2019 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing and printing pursuant to Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C10924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2018, No. 50).

12.0 Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful RCD and a safe, productive, and pleasant workplace.

Tracy Lovric, District Manager

Resource Conservation District of the Santa Monica Mountains.

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the RCD Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the District Manager of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any

local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by RCD.

If I have any questions about the content or interpretation of this handbook, I will contact the Administrative Operations Manager.

Signature

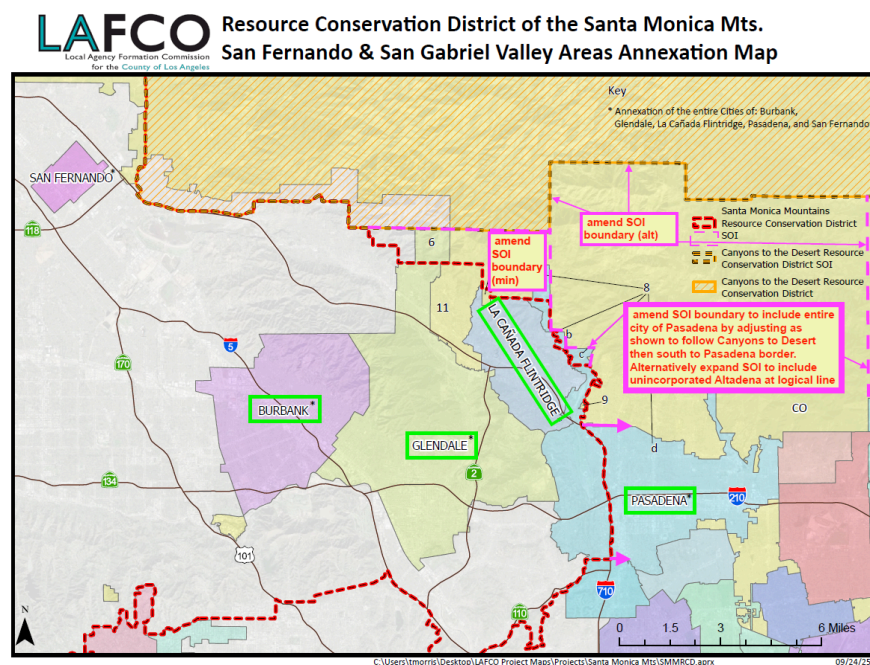
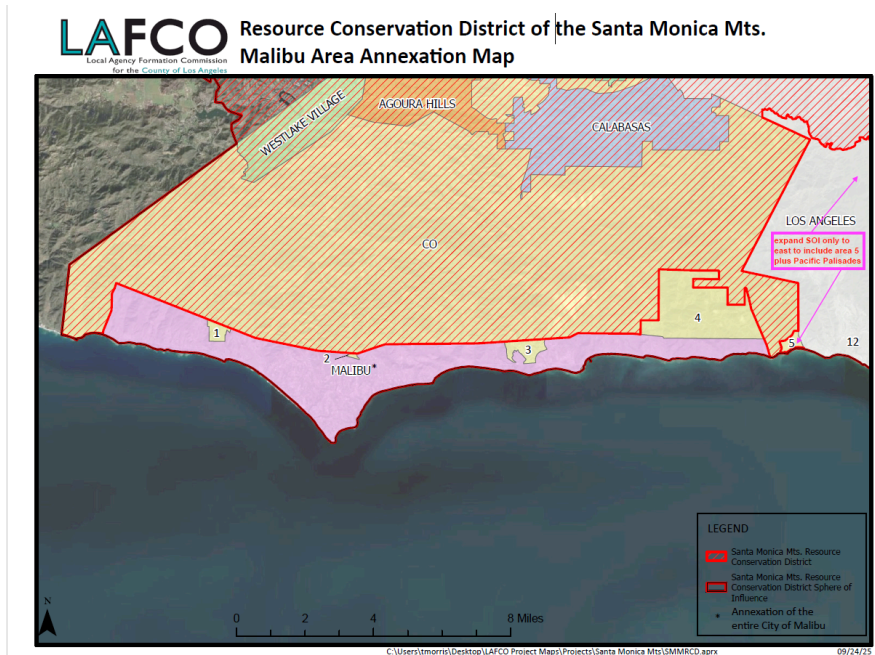
Date

Print Name

RCDSMM District Expansion Proposal December 2025

Annexation of the following Cities: Burbank, Glendale, La Canada-Flintridge, Malibu, Pasadena, and San Fernando. Any reasonable map of each city will suffice for LAFCO approval.

Annexation of Unincorporated areas: Malibu # 1-5 and Pasadena # 9. For these areas, a detailed map/description will be required.



Projected Additional Tax Revenue: \$119,000 per year. (This is an estimate based on current tax allocation for the District and proposed annexed cities historical tax revenue from County Assessor).

Projected Timeline: Liens are completed January 1 yearly that include tax allocations. The District will miss the January 2026 lien. Additional mapping and submissions to LAFCO are projected to be completed in 2026 ahead of 2027 lien and tax allocations. The District would likely receive its first increased tax payment in December 2027.

Next Steps: The District will solicit requests for proposals for a surveyor to map the unincorporated areas of Malibu and Pasadena.

December 2025

RESOURCE DESIGN

Project/Program Highlights

- SoLAC Nature Connectivity Plan- As Project Director:
 - Team reorganization Stillwater-McMillen
 - Focus meetings with Science/Modeling/Planning team
 - Review of early ecotope zoning within study area
 - Weekly design meetings in-house and with consulting team
 - TPL weekly meeting on “Interface Conservation Fund” mapping and strategy
 - Mapping of Coastal Slope Connectivity areas within PCH burn zone
 - Conceptual design to identify connectivity zones, infrastructure and incentives- eastern santa monicas, puente hills
 - LA River Flow workshops to identify and restoration ad recreation sections
- Newhall Wildlife Passage Project- as project director:
 - Completion of Old Road traffic consultant analysis and review with LA County Public Works staff showing feasibility of Gavin Canyon Old Road Viaduct option to daylight South Fork of the Santa Clara as the connectivity path
 - Strategic planning for next level County feedback for viaduct as preferred alternative
 - Caltrans PID review and comment meetings; completion and approval signatures expected first weeks of January
 - Preparation of revised Gavin Canyon Old Road Viaduct project exhibits for use in County interactions
- Manzanita School- as Project Architect/co-Director
 - phase 2 final restoration and management plan; waiting client authorization to proceed and RCDSMM deadlines to be met on other projects (SEA, NFWF)
- Topanga Lagoon Restoration
 - Final design phase meetings regarding new programming and relocation of visitor serving elements
 - Revision of landscape morphology, to incorporate changes in bank structure due to 2024 floods and tree mortality due to 2025 fires
 - Drawings and diagrams as required to show input and revisions
 - Communications with RCD project managers and consultant team
- Wildfire Resilience Design and Planning (NFWF grant 11/31) as Project Architect
 - Completed construction of westside garden hardscape elements and trellis installation.
 - Completed “digital twin” with environmental designer and consultant staff for web-based interpretive movie and “game” on wind-fire resilience

- Edited final deliverables .
- Weekly interdepartmental planning meetings with Community Resilience Director and project managers on overall wildfire programs and development strategy
- Coordinated with CR Director on final report documents and final invoicing
- Sheriff's Overlook Interpretive Landscape
 - Completed 30% design package (Task 1 contract)
 - Produced proposal for 90% design completion; received preliminary approval for initiation in January (2026)

General Department Highlights

- Staff meetings with interim administrative staff and input sessions with Board Hiring subcommittee
- In response to request by Board of Forestry Staff Presentation with Principal Conservation Biologist Copper of NFWF fire research on post fire work and integrated working group of fire loss residents and ecological scientists, with a focus on urban fire science related to vegetation, structure spacing and wildfire ignitions
- Participated on Board/Staff Outing presenting on Topanga morphology design and Sheriff's Overlook
- District Boundary expansion proposal revisions, and development of RFP for survey and boundary description services to meet LAFCo and county tax authority requirements
- New project development meetings with OBA-LA/City of Pasadena architects (SoLA relevant - Hahamonga/Arroyo Seco/Devils Gate connectivity tributary)

Nov. 2025 Board Report

Dan Cooper, Principal Conservation Biologist

Dec. 17, 2025

Ecological Research

- Following Tracy's departure as DM, a new department ("**Ecological Research**") was created which I'll head. This is an effort to consolidate funding from various research projects and contracts I've been working on, focused on natural resources of the Santa Monicas/San Fernando Valley. Clark and Bella's dept. will stay "Resource Design", and the "Bio Department" (currently consisting of Rosi/Jamie/Danielle/Alyssa/Isaac) will be known as "Restoration and Monitoring" to better reflect the focus of their activities.
- Continued work on several major grants (with other RCDSMM staff):
 - **4049:** Weed mapping, SMM (funded by NFWF) – completed end of Nov. In Nov., I assisted Bella in completing a white paper on the effects of ember deposition on fire ignitions and spread, as well as a report outlining non-native plant species distribution and strategies for removal across the SM Mtns.
 - **4005:** Update to LA County's Significant Ecological Areas network, which is mapping significant resources throughout the County. Convened a Tech. Advisory Committee and held a kickoff meeting on 11/13; initiated field visits this month.
 - **4060:** South Los Angeles Co. Connectivity (SOLACC)
- Continued representing RCDSMM on the Sepulveda Basin Wildlife Areas Task Force, meeting on 11/25. The City of Los Angeles recently elevated the SBWA to fall within a citywide initiative under the Mayor's office, which has led to a massive uptick in encampment cleanup, the arrest of two known arsonists, and other activities that will result in better conditions for people and wildlife in the Basin. We met 11/20.
- Continued work on Hollywood Bowl bio-survey (repeats work done by CEM, Inc. in 2010, 2015).
- Worked on various small projects for clients, mainly ADU permit clearance as well as potential new projects.
- Continued advising local artist's team on developing major art-conservation initiative aimed at preserving and restoring habitat through public art installations (with Clark and Bella).
- Continued work with small team on developing a land bank in the eastern Santa Monica Mtns.
- Continued working on fire/"Zone Zero" issues (managing vegetation around homes for fire).
- Finished work on the Los Angeles Raptor Study (**3256**; joint project with RCDSMM and Friends of Griffith Park); volunteer appreciation dinner on 9/28.

Misc.

- Working with small group citywide to elevate biodiversity into LA28 (Olympics planning), including "biodiversity hubs" of native pollinator plants, cross-departmental messaging, etc. Developing strategy for meetings with public officials and agency reps. (incl. Sen. Ben Allen, Horvath's deputies, etc.).
- Met with U Penn students on an independent project to map and understand fuel breaks in the SMM.
- Met with Pepperdine students (journalism/comms.) on RCDSMM (filmed interview); joined by Denise Ritchie from SAMO Fund.
- Tabled for RCDSMM at "Altadena Re-green" event, which included tree giveaway in Eaton Fire burn zone (11/8).
- Met again as part of LaKretz Center's (UCLA) advisory committee to select new postdoc (with Dr. Brad Shaffer, Seth Riley, Sophie Parker et al.), 11/19.
- Continuing as a University Lecturer, at UCLA (IoES) and CSULB (Ornithology) – not part of RCDSMM billing.
- Env. Review Board meeting, 11/17.

November 2025
Rosi Dagit
Research and Restoration

Topanga Lagoon Restoration Planning 3226

Assisted Jamie and Danielle on visitor services elements. Lots of meetings regarding parks visitor services.

CDFW Topanga Lagoon CEQA Grant 3238

Worked on spending down to complete this grant spending in January 2026.

WCB Topanga Lagoon Grant 3247 Part 1

Coordinated with MN and Caltrans regarding project report, design, and landowner agreement. Project Team coordination calls. Reviewed invoicing and reporting. Met with Coastal Commission and set up additional focus meetings. Met with Metro to update the FTIP report in their system and assisted with Topanga Lagoon tree mapping and grading revisions.

CDPR Malibu Snorkel Survey 3244

Prepared invoice and monthly report, reviewed data. HOBOS uploaded.
Worked on HOBOS annual report summary.

CDFW Genetic Conservation Plan 3243 CDFW

Prepared monthly report. Edison High School holding facility being conditioned and will be ready for action by mid December. Coordinated press release revision and edits. Last purchases still pending. The ribbon cutting will occur 18 December 2025. Worked on spending down to complete this grant spending in December 2025.

WCB Oak Restoration 3248

No action this month.

Topanga Elementary School Oak Violation Contract 3246

No action this month.

WCB Topanga Lagoon Grant 3251 Part 2

Calls with Caltrans, MN and Project team to coordinate next steps.
MN conceptual design continued. Focus meetings with Caltrans and MN team regarding various design elements per Coastal direction. Anticipating 60% submittal in December 2025. Reached out to Director Roberts regarding field visit and confirmed a new date of 12/12/25.

Topanga Snorkel 3252 CDPR

Continued breach monitoring and lagoon remains open. Main lagoon HOBOS data QA/QC in progress.

Fire Response 3117

Continued to conduct site visits to document Topanga Creek conditions and supervised water quality collection to contribute to SCCWRP project which is collating all WQ data. Still waiting for results from sediment samples. Continued monitoring Topanga Canyon Blvd. conditions.

Horvath Social Program Grant 3257

Completed analysis for the Malibu survey and completed mapping and QA/QC. Topanga data and mapping in progress. Report due in December 2025.

GENERAL DEPARTMENT HIGHLIGHTS

- Continued conversations about transition of my supervisory work to Danielle and others.
- Addressed questions for website follow up of the OAKTOBER presentation with LA County Regional Planning
- Worked with Art on budget and invoicing issues
- Met with Lisa re staffing issues
- Assisted with preparation of SMBRC state of the bay update on wetlands conditions.
- Presentation to the City of Malibu Monarch Lecture Series on watersheds of the Santa Monica Bay.

December 5, 2025

**Education Department
November Staff Report
Marilyn Brody French**

Roles, Projects & Programs

- **Leadership/GF**
 - Jane Goodall Memorial
 - Represented RCDSMM at Jane Goodall's memorial service in DC as Roots & Shoots Youth program partner on Nov 12
 - CARCD:
 - Attended District Manager /Executive Director track on Nov 18
 - Presented on Environmental Education on Nov 19
 - Member of CARCD Education Committee, leader of state-wide education working group
 - Strategic Planning Committee
 - Developed outline for strategic planning timeline and staff & board survey/communications
 - Funding Development
 - Applying for Whale Tail Grant to extend funding on current programs
 - Partnering with SAMO Fund and State Parks seeking opportunities
 - Collaborating with Jelly, Molly, Arezo, Alyssa to coordinate a spring fundraising event
 - Utilizing the [COGEO](#) self-guided resource to ID community funding partners
- **Staff & Department Management**
 - Fully trained 9 new environmental educators
 - Supporting interested part-time staff in fund and project development
- **[School Education Programs](#)**
 - 4 field programs (cancellations from rains)
 - 0 virtual programs
 - 1 on campus program
- **[WILD CITY](#)**
 - November Hiku was small but beautiful (lots of rains may have slowed down enrollment)

December 22, 2025

**Shelly Backlar, Director of Community Resilience
Community Resilience**

Wildfire Education and Prevention

The National Fish and Wildlife Foundation Grant ended on 11-30-25.

- [Final Programmatic Report Narrative](#)
- Written Grant Deliverables have been sent to NFWF for approval of logo placement:
 - Next steps include:
 - Updating our website,
 - Uploading documents, and
 - Receiving NFWF approval before making the page(s) live.

Mountains Recreation and Conservation Authority grant:

- We have hired a [Wildfire Biology Technician](#) (to replace Luke Benson) who will start on January 5, 2026. This position works with both the Community Resilience and Biology/Restoration departments.
- In Partnership with Community Nature Connection we are holding a [Community Fire Resilience Workshop](#) on Saturday, January 10, at their Elyria Canyon office in Cypress Park. From the event announcement:

Join Community Nature Connection (CNC), the Resource Conservation District of the Santa Monica Mountains (RCDSMM), and AlterCareLine at Akuutet Learning Nursery to learn how to prepare your home for wildfire and how to emotionally and mentally care for yourself and your community in times of climate crises. As we approach the 1-year anniversary of the devastating January 2025 wildfires, it is important that we know what to do in the case of a wildfire emergency and ways that we can protect ourselves, our loved ones, and our homes.

Newhall Wildlife Crossing

- Caltrans is currently conducting their second and final Executive Review of our Project Study Report – Project Development Support (PSR-PDS) documents.
 - Next Step includes entering into a Cooperative Agreement with Caltrans, initiating the Project Approval and Environmental Document (PA&ED) phase.
 - Issuing an RFQ to assemble the team needed to reach 65% design.
- We continue to work with the LA Department of Public Works to understand the feasibility associated with the Gavin Canyon undercrossing viaduct option – the internally preferred Alternative

South LA County Nature Connectivity Plan

- Our second outreach meeting for Subject Matter Experts will likely take place in February 2026. The meeting will provide an update on our progress and will address comments, questions and suggestions provided by our SMEs
- Outreach, engagement, and webpage development are priorities for January, 2026; the RCD is the lead on these tasks

General Department Highlights

Staff:

- Attended the CARCD Conference
- Conducted HIZ Evaluations in Topanga, Pasadena and Altadena.
- Tabled at Altadena Green TreeFest
- Presented at Supervisor Horvath's Get Ready, Stay Ready, Emergency Preparedness event.

December 22, 2025

Administrative Operations Manager

Board Secretary

- District Manager Transition
 - Increased communication with Board President on operational needs in the absence of a District Manager
 - Communication with Board Personnel Committee on hiring process for District Manager including arrangement Personnel Committee at staff meeting
 - Communication with personnel committee to solidify outward facing messaging for leadership transition
- Board Secretary Duties
 - Coordinatization with Board Members on agenda items for November Board Meeting
 - Prepare and distribute agenda for Board Meeting
 - Attend monthly board meeting, prepare and distribute meeting minutes
 - Additional communication with Board President regarding letters of support
 - Follow up with Board Members on outstanding ethics trainings
 - Prepare draft 2026 meeting dates
 - Begin updating board roster

Operations

- Continue work on 2025-26 Operations Workplan
 - Identified new company for payroll and initiated contract
 - Followed up with previously identified potential CRM companies, coordinated and attended demo calls.
 - Worked with employment lawyer at BKK to review existing Employee Handbook, human resource letter templates and additions/modification to policies
- Worked with Community Engagement Manager on Holiday Party planning
- Continue weekly meetings with Controller to ensure smooth internal operations

Human Resources

- Set up and conducted interviews for Wildfire Biologist Technician Interviews
- Onboarded new Home Ignition Zone Evaluators
- Implemented new background check policy and finished setup with background check company
- Work with Community Engagement Manager on promotion of District Manager job posting
- Conducted various meetings with staff on HR issues

District Manager Duties (In conjunction w/ Controller)

- Setup and conducted weekly/Bi-weekly meetings with key staff to ensure smooth internal operations
- Respond to District Manager incoming emails
- Review and sign contracts

- Work with Director of Resource Design on communication with lafco on district expansion
- Prepare agendas and facilitate weekly staff meetings
- Support district leadership team to ensure continued continuity in absence of District Manager