

Southern California Public Power Authority

Employee Handbook for Interns



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ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with the Southern California Public Power Authority (“SCPPA”). Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and the SCPPA Office Manager also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. We adhere to the policy of employment at will, which permits us or you to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate documents. These documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general guidelines. We may, at any time, in our sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

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Welcome Statement

For those of you who are commencing employment with the Southern California Public Power Authority ("SCPPA"), let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service.

We value the opportunity of assisting young professionals in gaining work experience in the utility industry and in charting a career path for the future. I extend to you my personal best wishes for your success and happiness in our internship program.

Sincerely,

Bill Carnahan, Executive Director

Section 1 - Governing Principles of Employment

1-1. Background

SCPPA is a "joint powers authority" created in 1980 by agreement of several local public agencies located in Southern California that own and operate their own electric utility systems. Currently, the "Members" of SCPPA are the Cities of Anaheim, Azusa, Banning, Burbank, Cerritos, Colton, Glendale, Los Angeles, Pasadena, Riverside and Vernon, and the Imperial Irrigation District. The Members formed SCPPA to assist them in procuring resources for their utility operations.

SCPPA has endeavored to create an efficient method for its Members to provide selected individuals with mentoring and educational work experience and give them an introduction to a career area they may wish to pursue. SCPPA and its Members primarily seeks internship candidates who can use direct field experience to support their educational goals, potentially obtain educational credits, and work in a supporting role to the existing staff or one of SCPPA Members.

Most interns work in the offices or at the facilities of a Member, but some work in the SCPPA office. When an intern works in a Member office or facility, the intern is also expected to comply with any additional work rules or policies that the Member prescribes for its employees. The person responsible for directing the work of an intern (his or her "Supervisor") will be a Member's employee.

1-2. General Program Policies and Procedures

- A. The intern candidate is selected by the Member utility after an application process with SCPPA.
- B. The Member is responsible for reviewing applications, conducting interviews and selection of candidates to whom it decides to make an offer.
- C. The intern will be considered a “temporary part-time employee” hired by SCPPA, regardless of whether he or she is assigned to work at the SCPPA office or at a Member utility location.
- D. All employment verification, payroll information and other personnel related documentation will be maintained at SCPPA office.
- E. SCPPA is responsible for verification of foreign student paperwork, appropriateness and applicable limitations.
- F. The intern will clock in and out to record his or her working hours. Time sheets must be approved and submitted by the supervisors by 9am on the day payroll is to be submitted
- G. The Member will set the intern’s rate of pay, but the intern will be paid via SCPPA’s payroll process.
- H. The Member utility will be billed for the intern payroll costs pursuant to SCPPA Resolution 2011-011.
- I. All applicable payroll taxes will be withheld from the intern’s paycheck (including Social Security taxes) by SCPPA. SCPPA will issue a W-2 to the intern at the end of each calendar year. The Member utility is responsible for reimbursing SCPPA for all employer based payroll taxes as well as workers compensation insurance costs.
- J. Due to CalPERS restrictions, anyone employed as an intern is limited to a maximum of 950 hours of work time. The intern is not eligible for continuation of employment after the maximum hours have been worked.
- K. The intern is not eligible for benefits that a Member offers to its own employees. Interns receive no benefits from SCPPA other than those described in this Handbook.

1-3. Equal Employment Opportunity

SCPPA and each of its Members is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, genetic information or any other characteristic protected by federal, state or local law. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

SCPPA will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our or our Member’s business. If you need assistance to perform your job duties because of a physical or mental condition, please let your Supervisor know.

SCPPA will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on SCPPA's or its Member's operations. If you wish to request such an accommodation, please speak to your Supervisor.

Employees may also contact SCPPA management.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of your Supervisor .Note: If your Supervisor is the person toward whom the concern is directed, you should contact the SCPPA Office Manager. SCPPA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-4. Non-Harassment

It is SCPPA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the SCPPA Office Manager. Note: If your Supervisor or the SCPPA Office Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, SCPPA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Sexual Harassment

It is SCPPA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within SCPPA. It is to ensure that at SCPPA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the SCPPA Office Manager. Note: If your Supervisor or the SCPPA Office Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, SCPPA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-6. Workplace Violence

SCPPA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to SCPPA and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in SCPPA policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any SCPPA employee will not be tolerated. For purposes of this policy, a threat includes any verbal

or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto SCPPA or Member premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If SCPPA determines, after an appropriate good faith investigation, that someone has violated this policy, SCPPA will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Section 2 - Operational Policies

2-1. Employee Classifications

An intern is an employee hired for part-time, temporary internship and is classified as a non-exempt employee for purposes of federal and state wage and hour laws. Interns generally are not eligible for SCPPA benefits, but are eligible to receive statutory benefits. In this Handbook, individuals hired as interns are referred to as “interns” or “employees.”

Foreign or Exchange Student Policies

For foreign or exchange students to be hired into SCPPA Intern Program, their documentation must support one of two options available:

Option 1: Curricular Practical Training (CPT)

- For F-1 visa students while they are enrolled in school
- Requires a Letter of Offer from the prospective employer
- Documentation for employer= Form I-20 with the endorsement of the University’s Designated School Official (DSO)*
- If the student is attending class, they may only work part-time (20 hours per week maximum)
- If not attending class, the student is permitted to work full time
- Working full time for over one year on CPT disqualifies a student from later working on OPT
- **The Form I-20 authorization must contain the terms of employment, including start and end dates, the name and location of employer, and whether full or part time*

Option 2: Optional Practical Training (OPT)

- For F-1 visa students after graduation
- Documentation for employer = Employment Authorization Document (EAD) card*
- Allows student to work for a period of up to 12 months without changing student visa status
- The 12-month period may begin any time from right after graduation to 60 days later
- The time frame depends on when the student applies for the EAD card, which the government allows them to do up to 90 days prior to graduating.
- For both OPT and CPT, the employment must be related to the student’s major area of study

** The EAD card contains a photo I.D. of the student, as well as start and end dates for eligibility to work*

2-2. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file. SCPPA will retain a record of your employment for three (3) years after your internship is completed.

Please keep your personnel file up to date by informing the SCPPA Office Manager of any changes. Also, please inform the SCPPA Office Manager of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-3. Working Hours and Schedule

Your work schedule may fluctuate based on SCPPA or Member utility's needs and will be assigned accordingly. Once you have been assigned a work schedule you will be expected to begin and end work according to that schedule. Any overtime required requires prior approval from a manager/Supervisor.

Rest Breaks

Non-exempt employees who work three-and-one-half (3-1/2) or more hours per day are provided one 10-minute rest break for every four (4) hours or major fraction thereof worked. For purposes of this policy, "major fraction" means any time greater than two (2) hours. For example, if you work more than six (6) hours, but no more than 10 hours in a workday, you are provided and should take two 10-minute rest breaks: one during the first half of your shift and a second rest break during the second half of your shift. If you work more than 10 hours but no more than 14 hours in a day, you are provided, and should take, three 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period as is practical. Employees do not need to obtain their Supervisor's approval or notify their Supervisor when taking a rest break.

Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Non-exempt employees are paid for all rest break periods. Accordingly, you do not need to clock out when taking a rest break.

Meal Periods

If you work more than 5 hours in a workday, you are provided an unpaid, off-duty meal period of at least 30 minutes. If six (6) hours of work will complete the day's work, you may voluntarily waive your meal period in writing. See the SCPPA Office Manager if you would like to sign and submit a form that waives your right to meal period if you work no more than six (6) hours in a day. Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30 minute meal period. If an employee works no more than 12 hours, the employee can waive

his or her second meal period, but only if the first one was not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. See the SCPPA Office Manager if you would like to sign and submit a form that waives your right to a second meal period, as explained above. If you work more than 12 hours you may not waive and should take your second unpaid, off-duty 30 minute meal period.

You are responsible for scheduling your own meal period with your supervisor, but it should begin no later than the end of your fifth hour of work. For example, an employee who begins working at 8:00 a.m. must begin his or her meal period no later than 1:00 p.m. When scheduling your meal period, you should try to anticipate your work flow and deadlines. Employees are encouraged to and should take their meal periods; they are not expected to work during their meal periods.

During your meal period, you are relieved of all duty and you should not work during this time. When taking your meal period, you should be completely off work for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period. Those employees who use a time clock must clock out for their meal periods. These employees are expected to clock back in and then promptly return to work at the end of any meal period. Those employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period.

Unless otherwise directed by your Supervisor in writing, you do not need to obtain your Supervisor's approval or notify your Supervisor when you take your meal period.

General Requirements for Rest Periods and Meal Breaks

All rest breaks and meal periods must be taken outside your work area. You should not visit or socialize with employees who are working while you are taking your rest break or meal period. You may leave the premises during your meal periods.

Employees are required to immediately notify their Supervisor, manager, or the SCPPA Office Manager if they believe they are being pressured or coerced by any manager, Supervisor, or other employee to not take any portion of a provided rest break or meal period.

2-4. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Non-exempt employees may not start work until their scheduled starting time.

Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

2-5. Overtime

Like most successful organizations, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring work activity and requesting overtime if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Non-exempt employees generally will be paid overtime at the rate of time and one-half (1.5) times their normal hourly wage for all hours worked in excess of eight (8) hours in one day or forty (40) hours in one week, or for the first eight (8) hours on the seventh day in the same workweek.

Non-exempt employees generally will be paid double-time for hours worked in excess of twelve (12) in any workday or in excess of eight (8) on the seventh day of the workweek.

Employees may work overtime only with management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

2-6. Your Paycheck

You will be paid bi-weekly for all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, SCPPA is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of the SCPPA Office Manager immediately so SCPPA can resolve the matter quickly and amicably.

Your paycheck will be directly deposited to an account designated by you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

Employees can also access pay information on www.MyADPResource.com or by contacting the ADP Employee Service Center at 800-416-6131 or ESC.Resource@adp.com.

2-7. Direct Deposit

SCPPA strongly encourages employees to use direct deposit. Authorization forms are available from the SCPPA Office Manager.

2-8. Salary Advances

SCPPA does not permit advances on paychecks or against accrued paid time off.

Section 3 - Benefits

3-1. California Paid Sick Leave

Eligibility and Accrual

Pursuant to the Healthy Workplaces, Healthy Families Act, SCPPA provides paid sick leave to interns who, on or after July 1, 2015, work in California for thirty (30) or more days within a year. Paid sick leave will accrue at the rate of one (1) hour for every thirty (30) hours worked, up to a total maximum accrual of six (6) days or forty-eight (48) hours

Usage

Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave may be used in minimum increments of two (2) hours. An employee may use up to six (6) days or 48 hour of paid sick leave in any year. For purposes of this policy, for employees hired on or before July 1, 2015, the year is the consecutive 12-month period beginning July 1st and ending on June 30th. For employees hired after July 1, 2015, the year is the consecutive 12-month period beginning on the employee's date of hire.

Paid sick leave may be used for the following reasons:

1. For diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member meaning a child (including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic partner; parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; or a sibling.
2. For an employee who is a victim of domestic violence, sexual assault, or stalking:
 - a) To obtain or attempt to obtain a temporary restraining order, restraining order, or other injunctive relief;
 - b) To help ensure the health, safety, or welfare of the victim or the victim's child;
 - c) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
 - d) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;

- e) To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
- f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Notice & Documentation

Notice may be given orally or in writing to the employee's Supervisor. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Payment

Eligible employees will receive payment for paid sick leave, at their normal base rate of pay, by next regular payroll period after the leave was taken. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout

Accrued paid sick leave carries over from year to year, but is subject to the accrual cap of forty-eight (48) hours. Interns are not entitled to be compensated for accrued but unused paid sick leave when their internship is completed.

Enforcement & Retaliation

Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both, is prohibited, and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

Employees will be notified of their available paid sick leave on each itemized wage statement.

If employees have any questions regarding this policy, they should contact Human Resources.

3-2. Lactation Breaks

SCPPA will provide a reasonable amount of break time for an employee who wishes to express breast milk for her infant child. If possible, the break time must run concurrently with rest and meal periods already provided to the employee. If break time cannot run concurrently with rest and meal periods, it will be unpaid.

SCPPA will make reasonable efforts to provide the use of a room or location other than a bathroom stall for the employee to express milk in private. This location may be the employee's private office, if applicable.

SCPPA may not be able to provide additional break time if doing so would seriously disrupt operations. Please consult the SCPPA Office Manager if you have questions regarding this policy.

3-3. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow SCPPA or Member procedures may affect your ability to receive Workers' Compensation benefits.

Any leave of absence due to a workplace injury runs concurrently with all other SCPPA or Member leaves of absence. Reinstatement from leave is guaranteed only if required by law. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-4. Jury Duty Leave

SCPPA realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide SCPPA with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law.

3-5. Witness Leave

An employee called to serve as an expert witness in a judicial proceeding on behalf of the State will be granted leave with pay. An employee who is summoned to appear in court as an expert witness, but not on behalf of the State may use available vacation and personal time to cover the period of absence.

Employees subpoenaed for witness duty must notify their Supervisor as soon as possible.

Section 4 - General Standards of Conduct

4-1. Workplace Conduct

SCPPA endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in SCPPA's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing SCPPA or Member property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Fighting, threatening or disrupting the work of others or other violations of SCPPA's Workplace Violence Policy.
6. Failure to follow lawful instructions of a Supervisor.
7. Failure to perform assigned job duties.
8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
9. Gambling on SCPPA or Member property.
10. Willful or careless destruction or damage to SCPPA or Member assets or to the equipment or possessions of another employee.
11. Wasting work materials.
12. Performing work of a personal nature during working time.
13. Violation of the Solicitation and Distribution Policy.
14. Violation of SCPPA's Harassment or Equal Employment Opportunity Policies.
15. Violation of the Communication and Computer Systems Policy.
16. Unsatisfactory job performance.
17. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on SCPPA or Member premises, while on SCPPA or Member business (whether or not on SCPPA or Member premises), or while representing SCPPA,

reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job. Please refer to your SCPPA's specific policy (if any) for additional information.

18. Any other violation of SCPPA or Member policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and SCPPA reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. SCPPA will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, SCPPA will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time with or without a reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

4-2. Punctuality and Attendance

You were hired to perform an important function at SCPPA. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with SCPPA.

4-3. Use of Communication and Computer Systems

SCPPA's and its Members' communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other SCPPA policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of SCPPA or Member systems.

SCPPA may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when SCPPA deems it appropriate to do so. The reasons for

which SCPPA may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that SCPPA operations continue appropriately during an employee's absence.

Further, SCPPA may review Internet usage to ensure that such use of SCPPA or Member property is appropriate. The reasons for which SCPPA may review employees' use of the Internet with SCPPA or Member property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that SCPPA or Member operations continue appropriately during an employee's absence.

SCPPA or Member may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

SCPPA's policies prohibiting harassment, in their entirety, apply to the use of SCPPA's or a Member's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since SCPPA's and its Member's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

4-4. Use of Social Media

SCPPA respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect SCPPA interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with SCPPA or Member equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed

through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions SCPPA and also expresses either a political opinion or an opinion regarding SCPPA's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not SCPPA's position. This is necessary to preserve SCPPA's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. SCPPA policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

SCPPA encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

4-5. Inspections

SCPPA reserves the right to require employees while on SCPPA or Member property, or on Member utility property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on SCPPA or Member property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to SCPPA or the Member utility. Employees are expected to cooperate in the conduct of any search or inspection.

4-6. Smoking

Smoking, including the use of e-cigarettes or “vapes”, is prohibited on SCPPA or Member premises and in all SCPPA or Member vehicles.

4-7. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in SCPPA or Member facilities other than the reception areas.

4-8. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for SCPPA. Solicitation of any kind by non-employees on SCPPA or Member premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of SCPPA or a Member is prohibited at all times. Distribution of literature by non-employees on SCPPA or Member premises is prohibited at all times.

4-9. Confidential SCPPA or Member Information

During the course of work, an employee may become aware of confidential information about SCPPA or its Member utility business, including but not limited to information regarding SCPPA or Member finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to a Member's customers. It is extremely important that all such information remain confidential, and particularly not be disclosed the public without authorization of your Supervisor. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of SCPPA may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

4-10. Conflict of Interest and Business Ethics

It is SCPPA's policy that all employees avoid any conflict between their personal interests and those of SCPPA. The purpose of this policy is to ensure that SCPPA's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of SCPPA.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any company that does, or is seeking to do, business with SCPPA or a Member, by any employee who is in a position to directly or indirectly influence either SCPPA's decision to do business, or the terms upon which business would be done with such organization.
2. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with SCPPA or a SCPPA Member.
3. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with SCPPA or a Member.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and SCPPA.

4-11. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of SCPPA's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, SCPPA is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

4-12. Health and Safety

The health and safety of employees and others on SCPPA or Member property are of critical concern to SCPPA and its Member utilities. SCPPA intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on SCPPA's premises, or in a product, facility, piece of equipment, process or business practice for which SCPPA is responsible should be brought to the attention of management immediately.

Periodically, SCPPA may issue rules and guidelines governing workplace safety and health. SCPPA may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

4-13. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, SCPPA may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no Supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of SCPPA. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. SCPPA generally will attempt to identify other available positions, but if no alternate position is available, SCPPA retains the right to decide which employee will remain with SCPPA.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

4-14. Publicity/Statements to the Media

All media inquiries regarding the position of SCPPA as to any issues must be referred to the Executive Director. Only the Executive Director is authorized to make or approve public statements on behalf of SCPPA. No employees, unless specifically designated by the Executive Director, are authorized to make those statements on behalf of SCPPA. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of SCPPA must first obtain approval from the Executive Director.

4-15. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

4-16. References

SCPPA will respond to reference requests through the SCPPA Office Manager. SCPPA will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the SCPPA Office Manager.

ONLY YOUR SUPERVISOR OR THE SCPPA OFFICE MANAGER MAY PROVIDE REFERENCES.

4-17. If You Must Leave Us

Should you decide to leave SCPPA, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All SCPPA or Member property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of SCPPA's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay SCPPA (through payroll deduction, if lawful) for any lost or damaged SCPPA or Member property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

4-18. Exit Interview

Employees who resign may be requested to participate in an exit interview with the SCPPA Office Manager, if possible.

4-19. A Few Closing Words

The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, SCPPA, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about SCPPA or its personnel policies and practices.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with SCPPA. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because SCPPA's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of SCPPA's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of SCPPA at any time.

I further understand that my employment is terminable at will, either by myself or SCPPA, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in a writing signed by the President of SCPPA.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of SCPPA's Employee Handbook.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is SCPPA's policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within SCPPA. It is to ensure that at SCPPA all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the SCPPA Office Manager. Note: If your Supervisor or the SCPPA Office Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, SCPPA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand SCPPA's Sexual Harassment Policy.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is SCPPA's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the SCPPA Office Manager. Note: If your Supervisor or the SCPPA Office Manager is the person toward whom the complaint is directed, you should contact the President. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, SCPPA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.