

Southern California Public Power Authority  
Employee Handbook



*Effective April 1, 2015*

## **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 Southern California Public Power Authority. Please take the necessary time to read it.

This handbook is intended to generally describe the terms and conditions of your employment. This handbook is not an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Thus it does not confer any contractual or other legally enforceable rights whatsoever. Southern California Public Power Authority adheres to the policy of employment at will, which permits the Authority or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No Authority representative, including the Executive Director, may modify an employee's at-will status, but the Executive Director, in his or her sole discretion, may make special arrangements concerning terms or conditions of employment in an individual case. Any such arrangements must be in a signed writing.

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

The Authority may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice.

This handbook supersedes all prior handbooks.

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## **Section 1 - Governing Principles of Employment**

### **1-1. Welcome Statement**

For those of you who are commencing employment with Southern California Public Power Authority (the “Authority” or “SCPPA”), 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 understand that it is our employees who provide the services that our Members and their employees rely upon, and who will grow and enable us to create new opportunities in the years to come.

### **1-2. Equal Employment Opportunity**

Southern California Public Power Authority 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.

The Authority 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 business. If you need assistance to perform your job duties because of a physical or mental condition, please let the Office Manager know.

The Authority will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Authority’s operations. If you wish to request such an accommodation, please speak to the Office Manager.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Office Manager. The Authority 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.

### **1-3. 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 Office Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. 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, the Authority 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.

#### **1-4. 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 the Authority. It is to ensure that at the Authority 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 your Supervisor, 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 Office Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact the Executive Director. 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, the Authority 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. Workplace Violence**

Southern California Public Power Authority 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 Authority 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 Authority 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

## **1-6. Prohibited Conduct**

Threats, threatening language or any other acts of aggression or violence made toward or by any Authority 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 Authority premises.

## **1-7. 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 the Authority determines, after an appropriate good faith investigation, that someone has violated this policy, the Authority 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

For purposes of this handbook, all employees fall within one of the classifications below.

**Full-Time Employees** - Employees who regularly work at least 40 hours per week who were not hired on a short-term basis.

**Part-Time Employees** - Employees who regularly work fewer than 40 hours per week who were not hired on a short-term basis.

**Short-Term Employees** - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Authority benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either “**exempt**” or “**non-exempt**” for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

### 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.

Please keep your personnel file up to date by informing the Office Manager of any changes. Also, please inform the 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

Southern California Public Power Authority currently operates under a “9/80 schedule” and normally is open for business from 7:00 am to 5:00 pm, Monday through Thursday. It is either open for business from 7:00 to 4:00 pm or closed on alternating Fridays. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

#### **Flexible Hours**

SCPPA encourages flexible work arrangements to facilitate use of public transportation, accommodate employee needs (e.g., child care), and expand job opportunities to individuals who may be denied access due to restricted time requirements. Employees are expected to arrange

their work schedules to coincide with the times when SCPPA is open for business, but may request an alternate start and end time for their work week hours so long as the employee works a full work day and completes eighty hours of work in two (2) consecutive weeks. Any such flexible schedule shall be discussed with and approved by the Executive Director of SCPPA.

### **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 1 hour. If six (6) hours of work will complete the day’s work, you may voluntarily waive your meal period in writing. See Office Manager if you would like to sign and submit a statement 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 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.

Employees must get the Office Manager’s approval before taking their meal period; however 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.

## **2-4. Timekeeping Procedures**

Non-exempt employees must record their actual time worked for payroll and benefit purposes, including 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 without prior approval from Office Manager.

## **2-5. Overtime**

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 prior 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. Travel Time for Non-Exempt Employees**

### **Local Travel**

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when an employee goes directly home from his/her final job site, unless it is much longer than his/her regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

### **Commuting Time**

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. However, if a non-exempt employee regularly reports to a worksite near his/her home, but is required to report to a worksite farther away than the regular worksite, the additional time spent traveling is compensable.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half times the regular rate.

Mileage will be reimbursed according to current IRS rates.

Exempt employees please refer to Appendix 2 for SCPPA's Comprehensive Travel and Personal Expenses Policies and Procedures.

## **2-7. Safe Harbor Policy for Exempt Employees**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Authority. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; or required and/or voluntary contributions to a pension and/or deferred compensation plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Your absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, deductions may be made to your accrued universal leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Office Manager or any other supervisor in the Authority with whom you feel comfortable.

## **2-8. Your Paycheck**

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

The Authority utilizes ADP to prepare payroll and to provide each employee an electronic paystub. You will be given an ADP login and Initial password to log in to ADP in order to view your electronic paystub and other related payroll documents.

Your ADP login will be given only to you. It will be your responsibility to keep your login details and password safe and secure.

Your electronic paystub itemizes deductions made from your gross earnings. By law, the Authority is required to make deductions for Medicare, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your electronic paystub 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 Office Manager immediately so the Authority can resolve the matter quickly and amicably.

## **2-9. Direct Deposit**

Southern California Public Power Authority requires all regular, full-time employees to use direct deposit. Authorization forms are available from the Office Manager or on the ADP website.

## Section 3 - Benefits

### 3-1. Benefits Eligibility

SCPPA offers benefits for full-time and part-time employees who work a minimum of 20 hours per week. Part-time employees are eligible for 50% or half of the medical insurance, dental and vision coverage, and tuition reimbursement. Part-time employees are not eligible to participate in the Life and Disability Insurance Programs. In addition, part-time employees may become eligible to participate in the retirement plan through the California Public Employees' Retirement System (PERS) only upon satisfying certain PERS requirements. Subject to certain conditions, employees who retire from SCPPA may be eligible for reimbursement of a portion of the cost of post-retirement medical insurance.

***Disclaimer: SCPPA reserves the right to review, revise, repeal, or make changes to employee benefits, with or without notice to its employees, to the fullest extent permitted by law. Nothing set forth in this Handbook is intended to create a vested contractual right to any benefit or benefit amount, including pension and retiree health benefits. New employees shall be required, as a condition of employment, to affirmatively acknowledge that they have been informed of SCPPA's rights and intent with respect to employee benefits.***

### 3-2. Definitions

The following definitions will be applied to the administration of benefits by SCPPA:

**Spouse** – A husband or wife, as defined or recognized under state law for purposes of marriage.

**Domestic Partners** – Two adults in a domestic partnership registered with the State of California pursuant to Family Code Section 297.

**Child** – A biological, adopted or foster child, a stepchild, a legal ward (guardianship or conservatorship), or a child of a person standing in *loco parentis*.

#### **Flexible Benefits Plan**

SCPPA's Flexible Benefits Plan (i.e., an IRC section 125 Cafeteria Plan) became effective on January 1, 2015. The Flexible Benefits Plan allows eligible employees to choose from a variety of benefits to formulate a plan that best suits their needs. The Flexible Benefits Plan includes the following components:

#### **A. Medical Insurance**

SCPPA participates in the California Public Employees' Retirement System's (PERS) Health Benefits Program as a public agency under the Public Employees' Medical and Hospital Care Act (PEMHCA). Under the PERS Health Benefits Program, eligible employees may select

an eligible health plan of their choice from a list of Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), and traditional insurance plans.

The monthly health plan premiums for each calendar year are established by PERS, which publishes the costs in a report titled “Monthly Premiums for Contracting Agencies”. At the discretion of SCPPA’s Board of Directors, SCPPA may pay for all or part of the monthly health plan premium for the employee’s selected health plan. Should the premium cost of the PERS health plan selected by the employee exceed SCPPA’s payment, the employee will be responsible for paying the difference through a payroll deduction.

SCPPA’s contribution to fund employee health plan premiums may vary depending on certain circumstances, such as the selected health plan provider, geographic area, and/or coverage tier selected by the employee (i.e., employee only, employee plus one dependent, or employee plus two or more dependents). However, the payment policy is applied uniformly to all employees (i.e., no employee will receive a higher payment from SCPPA than another employee electing the same coverage).

SCPPA’s health plan premium contribution consists of two components that are subject to annual adjustment, as follows:

- **PEMHCA Minimum Contribution**

The “PEMHCA minimum” employer contribution as set annually by the PERS Board of Directors; and

- **Supplemental Contribution for Employees**

An amount approved by the SCPPA Board of Directors (Board) as part of the annual budgeting process. Currently, the Supplemental Contribution for Employees is the difference between the lowest cost PERS Basic Monthly Rate (i.e., employee and dependent(s) less than 65 years of age), Supplement/Managed Medicare Monthly Rate (i.e., employee and dependent(s) 65 years of age or older), or Combination Monthly Rate (i.e., employee or dependent(s) less than 65 years of age and employee or dependent(s) 65 years of age or older) for the employee’s selected coverage tier and geographic area (i.e., if applicable); and the PEMHCA minimum employer contribution then in effect.

An employee may elect not to participate (opt-out) in the SCPPA sponsored PERS Health Benefits Program. An employee who opts-out of health insurance coverage is eligible for a health plan allowance that can be: (i) used to enhance other benefit coverage (e.g., upgrade dental coverage from employee only to employee plus one dependent), (ii) fund other benefits included in the Flexible Benefits Plan, and/or (iii) taken as a taxable cash payment.

Currently, the health plan allowance for employees who opt-out of the PERS Health Benefits Program is \$320.00 per month and is subject to annual adjustment by the SCPPA Board as part of the annual budgeting process. The health plan allowance is intended to approximate the difference between (i) the lowest cost PERS monthly health plan premium (i.e., Basic

Monthly Rate schedule) for “employee only” coverage in the Los Angeles Area and (ii) the PEMHCA minimum employer contribution.

Open enrollment for the PERS Health Benefits Program occurs once per year, typically beginning in September. Elections made during this period apply to the following calendar year, during which employees will not be able to change their election except in limited circumstances.

#### **B. Group Dental and Vision Insurance**

Currently, SCPPA employees receive a dental and vision allowance of \$125.00 per month (i.e., \$1,500.00 each calendar year) to defray the cost of the employee’s participation in SCPPA’s group dental and vision insurance plans. All employees are required to participate in the group dental and vision program at no less than the lowest coverage tier. The allowance is intended to exceed the cost of the lowest coverage tier and enable the employee to enhance dental and vision benefit coverage (e.g., upgrade from employee only to employee plus one dependent), (ii) to fund other benefits included in the Flexible Benefits Plan, and/or (iii) to be taken as a taxable cash payment. The monthly allowance is subject to annual adjustment by the SCPPA Board as part of the annual budgeting process.

#### **C. Health Flexible Spending Account (HFSA)**

SCPPA maintains a HFSA under which employees may elect to set aside part of their SCPPA pay each calendar year on a pre-tax basis, for reimbursement of certain medical, dental, and/or vision expenses that are not covered by the employees’ medical, dental, and vision insurance plans.

This externally administered benefit enables employees to reduce the cost of allowable health-related expenses. SCPPA does not make or match any contributions to the HFSA. Funds put into an HFSA in a given year must be used by March 15 of the following year. Unused funds left in an employee’s HFSA may not be carried over year to year.

#### **D. Dependent Care Flexible Spending Account (DFSA)**

SCPPA maintains a DFSA under which employees may elect to set aside part of their SCPPA pay each calendar year on a pre-tax basis, for reimbursement of certain dependent day care expenses. Typically, these would be day care expenses for children, but may also be used to reimburse day care for other dependents, such as spouses, parents, or grandparents, who cannot care for themselves.

The DFSA is an externally administered benefit that enables employees to reduce the cost of allowable dependent care expenses. SCPPA does not make or match any contributions to the DFSA. Funds put into an HFSA in a given year must be used by March 15 of the following year. Unused funds left in an employee’s HFSA may not be carried over year to year.



### **3-3. Other Employee Benefits**

#### **A. Group Life Insurance**

SCPPA pays the premium costs for a group term-life, and accidental death and dismemberment (AD&D) insurance policy equal to an eligible employee's annual salary up to \$250,000.00 (or the maximum coverage available, whichever is less). Coverage under SCPPA's life and AD&D group insurance policy is subject to certain age reductions set forth in the policy.

#### **B. Group Disability Insurance**

SCPPA's short- and long-term disability insurance program is integrated, thereby, eliminating overlapping coverage and providing a seamless transition from short- to long-term disability. The short-term disability (STD) insurance program substitutes for State Disability Insurance (SDI) program from which SCPPA has exempted itself as a public agency. SCPPA's disability insurance program is designed such that benefits paid to employees are not subject to income taxes.

The STD insurance pays 60% of an employee's monthly salary (or the maximum coverage available, whichever is less), less income from other sources such as social security, workers' compensation, or government retirement systems. There is a 7 day elimination period and the benefit duration is 12-weeks.

The long-term disability (LTD) insurance pays 60% of an employee's monthly salary (or the maximum coverage available, whichever is less), less income from other sources such as social security, workers' compensation, or government retirement systems. There is a 90-day elimination period.

Coverage under SCPPA's disability insurance program is subject to certain age restrictions set forth in the policy. SCPPA employees are responsible for paying the insurance premium cost for STD insurance, which is in lieu of a payroll deduction for SDI. Employees' salaries are "grossed-up" to pay the insurance premium cost for LTD insurance.

#### **C. Deferred Compensation Plan**

SCPPA maintains a deferred compensation plan (i.e., 457(b) Plan), under which eligible employees may elect to contribute part of their SCPPA salary on a pre-tax basis. The plan thereby enables employees to accumulate retirement savings on a pre-tax basis. SCPPA does not make or match any contributions to the deferred compensation plan.

#### **D. Tuition Reimbursement**

Employees may be reimbursed for costs of tuition and books for successful completion of pre-approved courses of study at the rate equal to 75%, up to a maximum of \$1,500.00 per year. This benefit is at the discretion of SCPPA's Executive Director.

## 3-4. Retirement Benefits

### A. Pension Plan

SCPPA provides eligible employees with retirement benefits under the California Public Employees' Retirement System (PERS). Both SCPPA and eligible employees contribute toward the cost of the PERS benefit. Employee contributions are deducted from employees' base pay through bi-weekly payroll deductions that are exempt from income taxes (but are subject to Medicare taxes).

Generally, an employee's contributions and benefit levels under PERS depend on whether the employee is a "Classic Member" or "New Member," as described below:

- **Classic Member**

A SCPPA employee is classified as a Classic Member when he or she (i) was an active member in PERS before 2013, while employed by SCPPA, or (ii) became a SCPPA employee on or after January 1, 2013, and has, within the six months preceding the employment date, received service credit under PERS through employment with another California public entity or under a retirement system that has a reciprocal relationship with PERS.

Classic Members are covered by PERS's 2.5% @ 55 formula. The benefit for SCPPA service is calculated using the employee's highest 12 consecutive months of pensionable compensation. Classic Members shall pay employee contributions toward their PERS benefit equal to 4.0% of the employee's pensionable compensation.

- **New Member**

A SCPPA employee will be classified as a New Member if he or she is not a Classic Member. New Members are covered by PERS's 2.0% @ 62 formula. The benefit for SCPPA service is calculated using the highest 36 consecutive months of pensionable compensation. For New Members, pensionable compensation may be capped by state law at an amount less than the employee's salary.

New Members must pay employee contributions toward their PERS benefit. Under the Public Employees' Pension Reform Act of 2013 (PEPRA), the required contribution amounts are generally tied to the annual actuarial cost associated with the benefits earned. PERS calculates the required contribution, which may change year-to-year. Currently, the required employee contribution is 6.5% of pensionable compensation. For New Members, PEPRA establishes a cap on pensionable compensation which is subject to annual adjustment by the PERS Board.

Note: SCPPA does not withhold or contribute to Social Security tax on behalf of its employees.

## **B. Retiree Medical Insurance**

Active employees who retire from SPPA and receive a PERS pension are eligible to participate in the PERS Health Benefits Program described above. The monthly premium costs for each calendar year are established by PERS, which publishes the costs in a report titled “Monthly Premiums for Contracting Agencies”. Premiums may differ for retirees and active employees, especially if the retiree is eligible to receive Medicare

SPPA may pay for all or part of the monthly health plan premium of the retiree’s selected health plan for the single-individual only coverage tier. Should the premium cost of the PERS health plan selected by the retiree exceed SPPA’s payment, the retiree will be responsible for paying the difference.

SPPA’s contribution to fund retiree medical insurance premiums may vary depending on certain circumstances, such as the health plan provider, geographic area, and/or age. SPPA’s health plan premium contribution for retirees consists of two components which are subject to annual adjustment, as follows:

- **PEMHCA Minimum Contribution**

The PEMHCA minimum employer contribution as set annually by the PERS Board of Directors; and

- **Supplemental Contribution for Eligible Retired Employees**

SPPA provides a Supplemental Contribution for Eligible Retired Employees. For this purpose, “Eligible Retired Employee” means an employee (i) who retires from PERS within 120 days after his or her last day of SPPA employment, and (ii) who was either hired by SPPA before December 18, 2014, or has completed at least ten (10) years of employment with SPPA at the time of retirement.

The Supplement Contribution is an amount approved by the SPPA Board as part of the annual budgeting process. The monthly Supplemental Contribution for Eligible Retired Employees (“Supplemental Contribution”) in calendar year 2016 for those who retire on or after January 1, 2015 is the difference between an amount not exceeding the lowest cost PERS Basic Monthly Rate (or Supplement/Managed Medicare Monthly Rate for retirees 65 years of age or older) for the single-individual only coverage tier applicable to the geographic region in which the retiree resided immediately prior to retirement and the PEMHCA Minimum Contribution then in effect during calendar year 2016.<sup>[1]</sup>

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<sup>[1]</sup> The monthly Supplemental Contribution for employees who retired from SPPA prior to January 1, 2015 is equal to the lesser of the applicable PERS Basic Monthly Rate (i.e., retirees less than 65 years of age) or Supplement/Managed Medicare Monthly Rate (i.e., retirees 65 years of age or older) for their current health plan for the retiree only coverage tier; and the PEMHCA Minimum Contribution of \$125.00 per month in effect during calendar year 2016.

Currently, SCPPA pays PERS for the cost of the PEMHCA Minimum Contribution on behalf of every eligible retiree. PERS will deduct the difference between the premium cost of the health insurance plan selected by the retiree, and the PEMHCA Minimum Contribution from the retiree's pension payment. If the retiree is an Eligible Retired Employee, SCPPA will reimburse the retiree in an amount equal to the applicable Supplemental Contribution approved by the SCPPA Board. The Supplemental Contribution is externally administered through a Health Reimbursement Arrangement (HRA).

The SCPPA Board, in its sole discretion, (i) may elect to use the same methodology currently used for determining the amount of SCPPA's Supplemental Contribution, with or without modifications; (ii) may elect to change the current methodology and instead make the Supplemental Contribution in the form of a fixed dollar amount that may be more or less than the amount paid in previous years; or (iii) may reduce the amount of the Supplemental Contribution to zero.

Retirees that elect not to participate in the SCPPA-sponsored PERS Health Benefits Plan will not be entitled to any payment in lieu of SCPPA's health premium contributions (i.e., the PEMHCA Minimum Contribution and the Supplemental Contribution).

### 3-5. Paid Time Off

#### A. Universal Leave

Time off (i.e., including personal, sick and vacation time) taken by an employee regardless of the reason is considered to be "universal leave". Employees accrue universal leave hours based on the employees' years of service with SCPPA or as otherwise approved by the SCPPA Board, as set forth in the following table:

<b>Service Year</b>	<b>1 - 5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>Universal Leave Hours</b>	176	184	192	200	208	216	224	232	240	248	256

- Maximum Accrual

Each employee shall be allowed to accrue a maximum of 1,000 hours of universal leave at any time. If an employee's accrued balance exceeds 1,000 hours, they will stop accruing universal leave until such time that their balance falls below 1,000 hours.

- **Cash-Out Option**

With the approval of the Executive Director, employees may cash-out universal leave, at 100% of the current value, up to 200 hours at any time once each calendar year, provided that their universal leave balance does not fall below 600 hours following the cash-out, and they have used their universal leave hours exceeding the minimum 600-hour balance (i.e., consisting of the equivalency of “vacation” hours at the current maximum accrual rate less the current year’s accrual of 96 “sick” hours), in the last twelve (12) consecutive calendar months.

- **Payout upon Separation or Death**

Accrued, unused universal leave shall be paid to an active employee upon separation at 100% of the cash-out value, unless otherwise required by law.

Upon the death of an active employee, the accrued unused universal leave shall be paid to the employee’s beneficiary at 100% of the cash-out value, regardless of service time.

- **Universal Leave Donations**

In limited circumstances, an employee may elect to donate part of his or her universal leave balance to another employee. A donation is only permitted to provide additional universal leave time to an employee who becomes ill and requires leave for an extended period of time that exceeds his or her universal leave balance. Universal leave may be donated to such employee’s universal leave time bank on a per dollar equivalency equal to the time donated by the other employee(s).

## **B. Holidays**

Employees will be paid for the following holidays:

New Year’s Day (January 1st)  
Martin Luther King, Jr. Day (3rd Monday in January)  
President’s Day (3rd Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4th)  
Labor Day (1st Monday in September)  
Columbus Day (2nd Monday in October)  
Veterans’ Day (November 11th)  
Thanksgiving Day (4th Thursday in November)  
Day after Thanksgiving (Friday after 4th Thursday in November)  
Christmas Day (December 25th)  
One (1) Floating Holiday

When holidays fall or are celebrated on a regular workday, eligible full-time employees shall receive one (1) day’s pay at their regular straight-time rate. Full-time non-FLSA exempt employees who are called into work on a holiday will receive one (1) day’s pay at their

regular straight-time rate, and an additional payment of straight time for the actual time they work that day.

For holidays that fall on a scheduled day-off, SCPPA will post a schedule each calendar year showing which days such holidays will be celebrated by employees.

The Executive Director shall establish the floating holiday each calendar year.

**C. Administrative Leave**

At the discretion of the Executive Director, up to five days of paid Administrative Leave may be granted annually.

**D. Bereavement Leave**

An employee shall be entitled to be absent from work with pay in the event of the death of a member of his or her immediate family. Pay shall be authorized for all or any portion not to exceed three (3) days of such leave provided a written request for such pay is filed. Any absence in excess of three (3) days shall be in accordance with the existing provisions.

For purpose of this Section the term “member of the immediate family” is limited to any relative by blood or marriage who is a member of the employee’s household; and parents, step-parents, spouse, registered domestic partner, children, step-children, brother, sister, grandparents, grandchildren, great grandparent, great grandchild, son/daughter-in-law, father/mother-in-law, sister/brother-in-law, grandfather/grandmother-in-law or responsible guardian or person who has acted in that capacity, regardless of place of residence.

**E. Jury Duty**

Employees ordered to perform jury service or subpoenaed to court or any legislative body shall be entitled to a leave of absence with pay for the entire day for each day served, and without deduction from universal leave, at an amount equal to the employee’s regular daily earnings. In the case of subpoena leave above, the employees are eligible if the appearance time occurs during their normal working hours, and they are not a party to the suit.

The term regular earnings in (1) above means full pay for regularly scheduled work, which the employees would have received had they not been called to jury service or subpoenaed.

Employees shall account for all time spent on jury duty or subpoena leave. If employees are excused from jury service or subpoena on a normal workday, they are expected to report for work. Employees must account to their departments for any time off for illness or other reasons, while on jury duty or subpoena leave.

Upon completion of jury service or subpoenaed time, the employees upon receipt, shall submit to the City the warrant for jury fees, witness fees and/or mileage and a copy of the court report of jury time served. When employees are served with a subpoena, the employees shall request witness fees. The employees shall retain or be reimbursed the

amount paid by the court for mileage and jury fees representing jury service performed by the employees on their regular day off.

#### **F. Unpaid Hardship Leave**

If you are ineligible for any other SCPPA leave of absence, SCPPA, under certain circumstances, may grant you hardship leave of absence without pay. A written request for hardship leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA and CFRA, medical certification also must be submitted. Your request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as your performance and attendance records. Normally, a leave of absence will be granted for a period of up to 120 days with approval from SCPPA's Executive Director. Leaves of absence greater than 120 days require SCPPA Board approval. However, hardship leave may be extended if, prior to the end of your leave, you submit a written request for an extension to management and the request is granted. During your leave, you will not earn vacation, personal days or sick days. We will continue your health insurance coverage during your leave if you submit your share of the monthly premium payments to the SCPPA in a timely manner, subject to the terms of the plan documents.

When you anticipate your return to work, please notify management of your expected return date. This notification should be made at least one week before the end of your leave. Upon completion of your hardship leave of absence, SCPPA will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of your availability to return to work, failure to return to work when notified, or your continued absence from work beyond the time approved by SCPPA, will be considered a voluntary resignation of your employment.

Hardship leave runs concurrently with any SCPPA-provided Short-Term Disability Leave of Absence.

Universal time will not accrue during a hardship leave of absence.

### **3-6. Voting Leave**

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee 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. An employee will be allowed a maximum of two (2) hours of voting leave on Election Day without loss of pay. Where possible, the supervisor should be notified of the need for leave at least three (3) working days prior to the Election Day.

### **3-7. Employee Assistance Program**

Southern California Public Power Authority provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (888) 231-7015.

### **3-8. Military Leave**

- A. Employees may be absent on military leave as authorized in Sections 395 through 395.8 of the Military and Veterans Code of California. An employee shall receive their pay for a maximum of thirty (30) calendar days each fiscal year as authorized in Sections 395 through 395.8 of the Military and Veterans Code of California.
- B. The thirty (30) calendar days shall be those shown on the official orders. An employee may be absent on unpaid military leave beyond the thirty (30) calendar days pursuant to said Code. The employees shall furnish to the Executive Director satisfactory proof of their orders to report for duty and of their actual service pursuant to such orders. They shall be returned to SCPPA service thereafter as provided in said Code.

### **3-9. Time Off for Military Spouses**

If an employee works, on average, at least 20 hours per week and his or her spouse is a qualified member of the United States Armed Forces, the National Guard or the Reserves, the employee is eligible to take leave for a period of up to 10 days while his or her spouse is home during a qualified leave period. When an 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 Family and Medical Leave Act (FMLA), where the time off meets the definition of FMLA military exigency leave.

#### **Required Notice to Employer**

Within two business days of receiving official notice that the employee's spouse will be on leave, he/she must provide notice to the Authority of his/her intent to take military spouse leave.

#### **Required Documentation**

The employee must submit written documentation to the Authority certifying that during his/her requested time off, the employee's spouse will be on leave from deployment during a period of military conflict.

#### **Leave is Unpaid**

Leave granted under this policy is unpaid. However, employees may substitute accrued, unused universal time for any period of unpaid military spouse leave.

#### **Definitions**



For the purposes of this policy, the following definitions apply:

**“Qualified Member”** means any of the following:

- (a) A member of the United States Armed Forces who is deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- (b) A member of the National Guard who is deployed during a period of military conflict; or
- (c) A member of the Reserves who is deployed during a period of military conflict.

**“Period of Military Conflict”** means any of the following:

- (a) A period of war declared by the U.S. Congress; or
- (b) A period of deployment for which members of the Reserves are ordered to active duty.

**“Qualified Leave Period”** means the period during which the qualified member is on leave from deployment during a period of military conflict.

### **3-10. Pregnancy Disability Leave**

If you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave (PDL). If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodation where doing so is medically necessary. In addition, if it is medically advisable for you to take intermittent leave or work a reduced schedule, the Authority may require you to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth or related medical condition up to four (4) months per pregnancy. For purposes of this policy, “four months” means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17.3 weeks or 122 days), following the commencement date of taking a pregnancy disability leave. For a full time employee who works five eight-hour days per week, or 40 hours per week, “four months” means 88 working and/or paid eight-hour days 693 hours of leave entitlement, based on an average of 22 working days per month for 17.3 weeks in four months times 40 hours per week. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis.

Time off needed for prenatal or postnatal care, severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preeclampsia, doctor-ordered bed rest, postpartum depression,

loss or end of pregnancy, and recovery from childbirth or loss or end of pregnancy are all covered by your PDL.

To receive reasonable accommodation, obtain a transfer, or take a PDL, you must provide sufficient notice so the Authority can make appropriate plans - 30 days' advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

You are required to obtain a certification from your health care provider of your need for pregnancy disability leave or the medical advisability of an accommodation or for a transfer. The certification should include:

- A. The date on which you became disabled due to pregnancy or the date of the medical advisability for a transfer;
- B. The probable duration of the period(s) of disability or the period(s) for the advisability of a transfer; and
- C. A statement that, due to the disability, you are either unable to work at all or to perform any one or more of the essential functions of your position without undue risk to yourself or to other persons; or a statement that, due to your pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable.

Upon request, the Office Manager shall provide you with a medical certification form that you can take to your doctor.

As a condition of your return from pregnancy disability leave or transfer, the Authority requires you to obtain a release to return to work from your health care provider stating that you are able to resume your original job duties **with or without reasonable accommodation**.

If you are eligible for SCPPA's disability insurance program, you may be entitled to disability insurance payments during your PDL. At your option, you can use any accrued universal leave time as part of your PDL not covered by disability insurance. The receipt of disability insurance benefits or the use of paid universal leave will not extend the four-month limit of your PDL.

If you do not return to work on the originally scheduled return date nor request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with the Authority. Failure to notify the Authority of your ability to return to work when it occurs, or your continued absence from work because your leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of your employment with the Authority, unless you are entitled to Family and Medical Leave.

Upon your return from a covered PDL, you will be reinstated to your same position in most instances.

Taking a PDL may affect some of your benefits and your seniority date. If you want more information regarding your eligibility for PDL and the impact of the leave on your seniority and benefits, please contact the Office Manager.

Any request for leave after your disability has ended will be treated as a request for family care leave under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), if you are eligible for that type of leave. PDL runs concurrently with FMLA (but not CFRA). Please refer to the FMLA policy.

## **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 the Authority'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 property or a co- worker's property, and/or disclosure of confidential 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 Authority property.
10. Willful or careless destruction or damage to Authority 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 Authority premises, while on Authority business (whether or not on Authority premises) or while representing the Authority or 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 Authority's specific policy (if any) for additional information.

18. Any other violation of Authority 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. The Authority 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 for any 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 the Authority.

#### **4-3. Use of Communication and Computer Systems**

SCPPA's communication and computer systems are intended for business purposes and may be used only for business-related purposes. This includes laptops and mobile devices furnished by SCPPA and the voice mail, e-mail and Internet systems accessible on both office equipment and SCPPA-furnished mobile devices. Unreasonable, excessive use of SCPPA's communication and computer systems for non-business purposes may result in disciplinary action. Employees have no legitimate expectation of privacy in regard to their use of SCPPA's communication and

computer systems. Employees who take SCPPA-furnished laptops and mobile phones home are required to take reasonable steps to protect the equipment from loss or damage.

Additional rules for use and care of SCPPA-owned mobile phones and other smart devices are set forth in Section 4.4 of this Handbook.

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 the Authority deems it appropriate to do so. The reasons for which the Authority 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 Authority operations continue appropriately during an employee's absence.

Further, SCPPA may review Internet usage to ensure that such use with Authority property, or communications sent via the Internet with Authority property, are appropriate. The reasons for which the Authority may review employees' use of the Internet with Authority 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 Authority operations continue appropriately during an employee's absence.

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

The Authority's policies prohibiting harassment, in their entirety, apply to the use of Authority'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.

Since the Authority's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Further, since the Authority'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. Mobile phones and Other Smart Devices**

### **I. General Guidelines**

The governs the acquisition, usage, and management of wireless mobile phones and other Smart Devices (such as iPads and other tablets) for SCPPA business use by the organization's employees. The purpose of this policy is to protect SCPPA resources, protect employee safety, manage communications costs, and help minimize SCPPA liability.

### **II. Scope**

This policy applies to all SCPPA employees who have been issued SCPPA-owned mobile phones and other smart devices for the purpose of conducting SCPPA business. SCPPA reserves the right to revoke mobile phone and smart device privileges at any time should it deem necessary to do so.

### **III. Eligibility**

Possession and use of a SCPPA-owned and supported mobile phone is a privilege, not a right. Employment at SCPPA does not ensure eligibility. Issuance of mobile phones and other smart devices is at the discretion of the Executive Director.

### **IV. Policy and Appropriate Use**

Mobile phones and other smart devices used to conduct SCPPA business must be used responsibly, ethically, and cost- effectively. Therefore, the following policy statements must be adhered to at all times:

- A. Employees are personally responsible for all application purchases on their SCPPA issued mobile phones and other smart devices.
- B. SCPPA-owned mobile phones and other smart devices may not be used to conduct illegal transactions, harassment, or any other unacceptable behavior at any time.
- C. Whenever a SCPPA-owned mobile phone or smart device is damaged, lost, or stolen, such incidents must be reported immediately to the Executive Director.
- D. Authorized mobile phone and smart device users are responsible for reimbursing SCPPA for the full costs of damaged, lost, or stolen mobile phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.
- E. Upon termination of employment with SCPPA, SCPPA-owned mobile phones and smart devices mobile phone must be turned in to the Office Manager.
- F. If the employee does not return their SCPPA owned mobile phone upon termination of employment with SCPPA, he or she will be required to reimburse SCPPA for the price of the phone. SCPPA reserves the right to deduct the price of the unreturned phone from the employee's final paycheck.

## **I. Safety Issues for Mobile phone Use and Driving**

Employees whose job responsibilities include regular or occasional driving and who are issued a mobile phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns.

**A.** Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

**B. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to:**

1. Keep the call short.
2. Use hands-free options.
3. Refrain from discussion of complicated or emotional discussions and keep their eyes on the road.
4. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

**C.** Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a mobile phone for business use, are also expected to abide by the provisions above.

**D.** Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

**E.** Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

## **4-5. 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, damage, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees are prohibited from any unauthorized use of the Authority'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.



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.

#### **4-6. 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 Authority 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 Authority 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 the Authority and also expresses either a political opinion or an opinion regarding the Authority's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Authority's position. This is necessary to preserve the Authority'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. Authority 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.

#### **4-7. Inspections**

SCPPA reserves the right to require employees while on Authority property, or on Member property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Authority 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 the Authority or to its Members. Employees are expected to cooperate in the conduct of any search or inspection.

#### **4-8. Smoking**

Smoking is prohibited on Authority premises.

#### **4-9. 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 Authority premises is prohibited at all times.

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

#### **4-10. Confidential Authority Information**

During the course of work, an employee may become aware of confidential information about SCPPA’s business, including but not limited to information regarding Authority finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, and Members. An employee also may become aware of similar confidential information belonging to the Authority’s Members. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Authority may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

#### **4-11. [Reserved]**

#### **4-12. Health and Safety**

The health and safety of employees and others on Authority property are of critical concern to Southern California Public Power Authority. The Authority 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 the Authority’s premises, or in a product, facility, piece of equipment, process or business practice for which the Authority is responsible should be brought to the attention of management immediately.

Periodically, the Authority may issue rules and guidelines governing workplace safety and health. The Authority 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. Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work properly groomed and wearing the proper attire.

#### **4-14. Operation of Vehicles**

All employees authorized to drive Authority-owned or leased vehicles or personal vehicles in conducting Authority business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Authority property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Authority-owned or leased vehicles may be used only as authorized by management.

#### **Portable Communication Device Use While Driving**

Employees who drive on Authority business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including mobile phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

### **A. Mileage Reimbursement:**

Employees who are required to use a personal vehicle for performance of their duties shall be reimbursed according to the Internal Revenue Service mileage rate.

Mileage reimbursed shall be based upon the following guidelines:

- a. Mileage is based on the standard miles of the “shortest route” as indicated by commercially available Web sites providing driving directions. Please attach to the “Travel Expense Report” the printout from any Web site used which shows the resulting mileage.
- b. If an employee departs from his/her residence on a normal workday, **only the miles in excess of his/her normal daily commute** can be claimed as an expense.
- c. If an employee departs from the SCPPA offices to attend a business function and, following the event, travels directly home, full mileage will be reimbursed for travel to the function and **only the miles in excess of his/her normal daily commute** will be reimbursed for travel from the function to the individual’s home.

### **4-15. Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Office Manager along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

\*Refer to Appendix 2 for detailed Travel and Personal Expense Policy and Procedures.

### **4-16. If You Must Leave Us**

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

All Authority 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 the Authority’s Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Authority (through payroll deduction, if lawful) for any lost or damaged Authority property.

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

#### **4-17. A Few Closing Words**

This handbook is intended to give you a broad summary of things you should know about Southern California Public Power Authority. 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, Southern California Public Power Authority, 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 the Authority or its personnel policies and practices.

## Appendix 1 - Credit Card Policies and Procedures

### I. General Guidelines

This document sets out policy covering the allocation and use of Credit Cards by employees of Southern California Public Power Authority (SCPPA). The document also outlines procedures for the processing of monthly Cardholder Statements.

### II. Issuance of Credit Cards

- A. Credit cards will only be issued to SCPPA employees who are able to demonstrate that the issue of a card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to a particular manager include:
1. The nature and extent of minor purchases of goods and services that may be undertaken (including internet purchases);
  2. The frequently and nature of domestic travel that may be undertaken in the course of official duties;
  3. The need to meet the cost of official “out of pocket” expenses.
- B. All credit cards (and spending limits) will be issued at the discretion of the Executive Director. No credit card is to be issued that will permit cash to be withdrawn from the credit card account.
- C. Once approved by the Executive Director, the bank application will be created and forwarded by the Chief Financial Officer (CFO). The CFO will liaise with the applicant with respect to the establishment of the new credit card account and the physical issue of the card.
- D. The CFO will maintain a Register of Card Holders. This register will record the details listed below, and will be signed by the card holder to acknowledge receipt of the card:
1. The name of each card holder;
  2. Card account number; and
  3. Card expiry date.

### III. Card Holder Responsibilities

- A. **When taking delivery of a card each cardholder is to be provided with a Statement of Responsibilities that is to be signed by the cardholder to acknowledge their understanding of the conditions under which the credit card is to be used. The cardholder is to retain a copy of this schedule. The original copy will be placed in the employee’s personnel file.**
- B. **This Statement of Responsibilities is to include the following conditions:**

1. Employees issued a credit card are in a position of trust in regards to the use of public funds. All expenditure charged to a credit card is subject to examination and approval by the CFO to ensure its appropriateness and compliance with the policy conditions, as outlined herein. Improper use of that trust will result in the card being withdrawn and render the cardholder liable to disciplinary and possible legal action;
2. Credit cards are only to be used for official business purposes (as outlined in this policy). Where inappropriate expenditure occurs, the value of the expenditure may be recovered from the cardholder;
3. Credit cards are only to be used by the person whose name appears on the card;
4. The cardholder is personally responsible and accountable for the safe keeping of the card. Cards are to be kept secure and protected against improper use;
5. In the event that a card is lost or stolen, the cardholder must report the loss immediately to card provider. The CFO is also to be advised at the earliest opportunity;
6. All supporting documentation for Monthly Cardholder Statements are to be submitted within 15 days of the Statement Date and that I will certify that all charges shown are correct and were incurred for official purposes.
7. Repeated failure to provide supporting documentation for monthly statements in a timely fashion may result in the credit card being cancelled.
8. All transaction invoices or receipts are to be retained and submitted to support all transactions on the monthly Cardholder Statement;
9. Where no documentation is available to support a particular transaction the cardholder will be required to provide a declaration detailing the nature of the expense and that is business related;
10. Credit limits are not to be exceeded;
11. Deposits are not to be made to the card account by the cardholder; and
12. In the event of termination of employment cardholders will immediately return the credit card and ensure that all supporting receipts/invoices have been provided

#### **IV. Acceptable Uses of Credit Card**

A. **Listed below are examples of the type of official expenditure that can be incurred using a Corporate Credit Card:**

1. Travel related expenses, including – taxi fares (where Cab charge is not available), parking expenses, actual cost of meals (pursuant to the SCPPA Travel and Personal

Expenses Policies and Procedures, Appendix 2) accommodation and rental cars (including the purchase of fuel for a rental car);

2. Prepayment of course / conference fees;
3. Infrequent purchase of low value / routine business related consumables items; and
4. Cost of official “out of pocket” expenses.

**B. Internet Purchasing:**

1. In making Internet purchases the cardholder should exercise caution. A credit card payment should only be made where the provider has encryption on their site - this can be established by checking if there is a padlock image at the bottom of the browser when visiting the merchant’s site. Encryption ensures that information sent (e.g. the Credit Card Number) cannot be intercepted over the Internet.
2. Cardholders using the Internet must carefully scrutinize their credit card statements for any suspicious transactions. If a suspicious transaction is noted the bank needs to be notified within fourteen days from the date of the statement. If a transaction is found to be invalid the Institute will not be held liable for the payment.
3. A copy of all online transactions should be printed out as proof of purchase to facilitate validation of amounts listed on statements.

**V. Monthly Cardholder Statements**

A. Cardholder Statements itemizing transaction activity are issued on a monthly basis. Statements are received by the CFO. Cardholders must submit all supporting documentation for their monthly statement within 15 days of the Statement Date. *(Repeated failure to acquit monthly statements in a timely fashion may result in the credit card being cancelled).*

**B. As part of this process the cardholder is to:**

1. Provide supporting transaction receipts and invoices. Where documentation in support of a transaction is not available the cardholder should notate (on the statement) the reason and describe the nature of the expense;
2. Highlight any transactions “in dispute” and so notify the CFO, who will pursue such charges with the Bank;
3. Attach a copy of the approved “Authority to Travel” form and “Travel Expense Report” form where a transaction relates to travel for which approval has been granted by the Executive Director.4. The CFO will ensure that all cardholder statements are paid in a timely fashion and are properly supported and annotated. Any expenditure that looks to be questionable in terms of its business nature is to be highlighted for the attention of the Executive Director.



## **VI. Expenditure Approval Process**

- A. The CFO is to examine the nature of the expenditure shown on cardholder statements, and properly initial the statement.

Please note: An officer other than the cardholder must approve expenditure charged to the cardholder's credit card account. In the case of the Executive Director, credit card expenditures are to be examined and approved by the CFO.

**SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY  
CREDIT CARDHOLDER STATEMENT OF  
RESPONSIBILITY**

CARDHOLDER

POSITION

NAME:

TITLE:

Approval has been granted to issue you SPCPA credit card. This card has been issued on the express condition that you will, at all times, comply with the requirements stipulated below.

Important Note - Employees issued a corporate credit card are in a position of trust in regards to the use of public funds. All expenditures charged to your credit card are subject to examination and approval by the CFO to ensure its appropriateness and compliance with the policy conditions, as outlined within the *SCPPA Credit Card Policy & guidelines*.

Improper use of that trust will result in your card being withdrawn and may render you liable to disciplinary and possible legal action.

I understand and agree that:

1. My credit card is only to be used for official business purposes and that should inappropriate expenditure occur; the value of that expenditure may be recovered from the cardholder.
2. My credit card is only to be used by the person whose name appears on the card.
3. I am personally responsible and accountable for the safe keeping of the card.
4. In the event that my card is lost or stolen, I will report the loss immediately to card provider and the CFO.
5. All supporting documentation for Monthly Cardholder Statements are to be submitted within 15 days of the Statement Date and that I will certify that all charges shown are correct and were incurred for official purposes. I also understand that repeated failure to submit supporting documentation for monthly statements in a timely fashion may result in my credit card being cancelled.
6. All transaction invoices or receipts are to be retained and submitted to support all transactions on the monthly Cardholder Statement.
7. Where no documentation is available to support a particular transaction I will provide a declaration detailing the nature of the expense and that is business related.
8. I will not exceed credit limits.
9. I will not make deposits to the card account.

10. In the event of termination of my employment, I will immediately return the credit card and ensure that all supporting receipts/invoices have been provided.

I acknowledge that I have read and understand the conditions set out above and that I will, at all times, comply with the stipulated requirements.

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 2 - Travel and Personal Expenses Policies and Procedures**

### **I. General Guidelines**

Board members, Staff and Consultants (BSC) required to travel in performance of SCPPA business are expected to incur only expenses that are reasonable and appropriate in amount. Expenses for such authorized activities will be reimbursed upon submission of an expense report.

The following policies and procedures are designed to act as a guideline for SCPPA business travel, entertainment expense and miscellaneous expense reimbursements.

This policy is designed to accomplish the following key points:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Ensure employees are reimbursed for legitimate business travel and entertainment expenses.
- Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the Authority's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of accounting & business controls for the Authority to ensure that expenses are reviewed & approved by the appropriate person.

### **II. Responsibility**

Employees are responsible for preparing and filing their **own** travel expense reports and to complying with this policy. The intent of the Policy is to reimburse employees for all reasonable and necessary expenses while traveling on authorized Authority business. SCPPA assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

### **III. Enforcement**

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or, disciplinary action.

#### **IV. Reporting Guidelines**

##### **A. Timely Filing of Expense Reports:**

Employees should file expense reports no later than 30 days following the completion of the trip or of incurring the expense. Expenses more than 90 days old will not be reimbursed.

##### **B. Documentation Requirements:**

Employees must provide the following information in order to be reimbursed for any business related meals or entertainment expenditures:

1. Names of individuals present, their titles and city or Authority name.
2. Name and location of where the meal or event took place.
3. Exact amount and date of the expense.
4. Receipts for all expenditures, including meals, in excess of \$5.00.

Employees must submit the following documentation with their Travel Expense Report:

5. Air/Rail – original passenger receipt.
6. Hotel – hotel folio plus credit card receipt or other proof of payment.
7. Car Rental – credit card receipt or rental agency invoice.
8. Entertainment – credit card receipt or register receipt for all expenses.
9. Meals – credit card receipt or register receipts for meal expenses over

\$5.00.

##### **C. Report Submission Guidelines:**

1. Restaurant receipts and credit card statements (i.e. AMEX tear out receipts included in a monthly statement) are not considered an acceptable form of receipt.
2. Receipts must be affixed to a piece of paper with like items (e.g. cabs) together. An explanation of the business expense and a list of the individuals/Authority affiliations entertained (in the case of meal/entertainment receipts) must be documented next to the original receipt.
3. If like items have been summed to arrive at a single figure for entry to a single cell on the expense report, please indicate which items are being totaled on the paper where the receipts are affixed.
4. Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report.
5. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required.
6. Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable.

7. Receipts must include the name of the vendor, location, date and dollar amount. All expenses must be reported, regardless of how they were paid. The following receipts are acceptable:
  - a. Original receipt completed by the vendor.
  - b. Customer's copy of credit card slip.
  - c. Credit card billing statement, only in the unusual case where it is not possible to obtain the actual receipt.
  - d. Original phone bill.
  - e. IRS-approved electronic ticket receipt.

**D. Incorrect or Incomplete Expense Reports:**

Expense reports that are incorrect, incomplete or include disorganized receipts:

1. Will be returned to the employee for completion.
2. May result in delay or non-reimbursement of specific items.
3. Disregard for Authority policy or altering of receipts can result in disciplinary action up to and including termination.

**V. Travel Authorization**

Employees must obtain Executive Director approval for all trips, including international. Employees must complete the SCPPA Travel Authorization Form in advance of travel to obtain approval to spend travel dollars in advance of the trip.

**VI. Air/Rail Travel**

Air travel reservations should be made in such a manner as to secure the best available fare. Generally, the reservations will be made by SCPPA staff using online resources or directly with the airline or travel agents if approved by the Executive Director. ALL AIR TRAVEL MUST BE IN COACH CLASS.

**A. When traveling by air:**

1. Receipts for airline tickets are required.
2. Employees are expected to use the lowest logical airfare available.
3. Employees should consider Saturday night stays and stays exceeding 3 days
4. Employees are expected to reserve 7-day advance notice purchases.
5. Employees are expected to use non-direct flights when the savings are substantial.

**B. Upgrades for Air Travel:**

Upgrades for air travel are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense.

**C. Cancellations:**

When a trip is cancelled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Employees should reuse airline tickets if: a) they are traveling on the same route, or b) airfare eligibility requirements (verified with travel agent) are met.

**D. Unused/Voiced Airline Tickets:**

Unused airline tickets or flight coupons must never be discarded or destroyed as these documents may have a cash value. To expedite refunds, unused or partially used airline tickets must be returned immediately to the issuing authority. Employees must NOT include unused tickets with their expense reports. Employees with an electronic ticket simply need to call the travel agent/issuing authority to initiate a refund.

**E. Lost or Stolen Airline Tickets:**

Immediately upon discovery of a lost/stolen ticket, the traveler must:

1. Report the loss to the travel agent/issuing authority who will file the lost ticket application.
2. Fill out a lost ticket application at the airline ticket counter.

**F. Airport and Train Station Parking:**

When parking at an airport or train station is part of business travel, it is expected that employees will utilize Long Term parking lots. Only Long Term rates will be reimbursed.

**G. Auto Travel: Car Rental:**

1. Employees may rent a car to get to their destination when driving is more cost effective than airline or rail travel.
2. Employees may rent a car at their destination when it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles or when entertaining members.
3. Whenever multiple employees are traveling together, every effort to rideshare or carpool must be made.
4. Employees must reserve a car in the compact rental car category. When picking up a rental car, check with the rental car agent for any promotional rates, last- minutes specials or free upgrades.
5. At the time of rental, inspect the car and be sure that any damage found is noted on the contract before the vehicle is accepted.

6. When plans change, employees are responsible for canceling the rental car reservations.
7. Employees may book a car rental class of service one level higher when:
  - a. The traveler can be upgraded at no extra cost.
  - b. Two or more Authority employees are traveling together.
  - c. Traveler is accompanied by member staff.
  - d. Cars in the authorized category are not available.

Transporting excess baggage such as booth displays.

8. Domestic travelers should always accept the collision insurance offered by rental agencies but should decline all other offered insurances. International travelers should accept all insurances offered. Additionally, whenever possible, the prepaid gas option should be declined.
9. Rental cars must be returned as follows:
  - a. To the original rental city unless approved for a one-way rental.
  - b. Intact (i.e. no bumps, scratches, or mechanical failures).
  - c. On time, to avoid additional hourly charges.
  - d. With a full tank of gas.
10. Should a rental car accident occur, employees should immediately contact the rental Car Authority, and the local authorities (as required). As soon as practical the SCPPA Executive Director should be contacted.
11. Gasoline for use in rental cars is reimbursable with proper documentation.
12. Use of a mobile phone while driving is not recommended in any situation and illegal in some states, including California, so employees are expected to refrain from using their phone while driving. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Acceptance of a call using 'hands free' technology is approved if legal. The policy strictly prohibits employees from using a mobile phone without a hands-free device while driving.
13. The use of airport shuttles and taxis upon arrival at the employee's destination is the preferred mode of transportation. Make sure to ask for a receipt if one is not offered. This documentation aids in the expense-tracking process.

## **VII. Business Use of Personal Vehicle**

Employees may use their personal vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternate transportation. It is the personal responsibility of the vehicle owner to carry adequate insurance coverage for their



protection and for the protection of any passengers. Mileage is reimbursed at the rate established by the IRS pursuant to the SCPPA Employee Benefits

**A. To be reimbursed for the use of your personal vehicle for business, employees must list on the expense report:**

1. Date and purpose of the trip.
2. Locations traveled to and from.
3. Mileage.

**VIII. Lodging / Hotel**

Hotel reservations should be made in such a manner as to secure the best available rate and whenever possible, to use properties in the Moderate category.

**A. In case of cancellation:**

1. Employees are responsible for canceling or working with SCPPA staff to cancel the reservation.
2. Employees will be held responsible and will not be reimbursed for “no-show” charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler’s control.
3. Employees should request and record the cancellation number in case of billing disputes. Employees should note that cancellation deadlines are based on the local time of the property.

**B. Receipts for lodging are required:**

1. The itemized bill received from the hotel or motel should be attached to the expense statement.
2. The bill should state “Paid in Full” or have a zero balance; otherwise proof of payment is required.
3. Reimbursement is limited to the single room rate plus applicable taxes and charges.

**IX. Business Meals**

- A. Employees will be reimbursed for meals during travel including appropriate payment for meals of member staff, upon approval of the Executive Director.
- B. The cost of the meals shall be consistent with the area for moderate business travel.
- C. Overly expensive meals will be compensated at the moderate rate.

- D. The travel request form, approved by the Executive Director before the trip is made, will include the estimated cost of the meals.
- E. The following documentation is required for reimbursement, upon approval by the Executive Director:
  - 1. Names of individuals present, their titles and Authority name,
  - 2. Name and location of where the meal or event took place,
  - 3. Exact amount and date of the expense.
- F. Up to two meals may be charged on the first and last days of travel. Adequate explanation must be provided if more than two meals are charged on either day.
- G. There will be no reimbursement for two of the same meals, such as meals paid for as part of a registration, unless approved by Executive Director.

#### **X. Telephone Expenses: Business Phone Calls**

##### **A. Employees will be reimbursed for calls:**

- 1. Which are reasonable and necessary for conducting business.
- 2. With an original copy of the bill attached to the expense report form.

##### **B. Air-phone Usage:**

- 1. Employees are strongly discouraged from using air-phones due to its high cost.
- 2. Employees may use an air-phone only if an emergency or critical business issue is involved.

##### **C. Hotel Telephone Usage:**

- 1. When staying at a hotel, employees should find out the property's local and long distance phone rates.
- 2. Employees should avoid making phone calls that have an added surcharge.
- 3. To avoid substantial charges added by hotels to telephone bills, employees should use the SCPPA-provided mobile phone.

#### **XI. Miscellaneous Expenses**

##### **A. The Miscellaneous column is designated for expenses that do not fit into the previous categories, yet are directly business related and therefore reimbursable. ONLY the following items can be considered as reimbursable business expenses:**

- 1. Office services (i.e. faxes, copies, overnight delivery, postage).
- 2. Seminar fees / training classes with prior approval
- 3. Subscriptions with prior approval.

4. Transportation expenses such as bus or taxi fares, parking, bridge and road tolls, etc.
5. Tips should be reasonable in amount. Tips in excess of reasonable amounts will not be reimbursed.

**B. Be sure to note that the following items are NOT reimbursable under this policy:**

1. Airline club membership dues.
2. Parking tickets or other fines.
3. Delinquency fees / Finance charges for personal credit cards.
4. Excess baggage charges.
5. Expenses for travel incurred by companions / family members.
6. Expenses related to vacation or personal days while on a business trip.
7. Loss / Theft of personal funds or property / Lost baggage.
8. Avoidable “No-Show” charges for hotel or car service.
9. Non-Compulsory insurance coverage.
10. Rental car upgrades.
11. Repairs due to accidents.
12. Mini-bar charges.
13. Alcoholic beverages
14. Expenses incurred at a private club which discriminates in membership or practices on the basis of race, color, creed, national origin, gender, religion, or sexual orientation.
15. Repair or service to personal items.
16. Personal entertainment, gifts or souvenirs.
17. Flight insurance.
18. Laundry and/or dry cleaning.
19. Any other expenses of a personal nature.
20. Other expenses that should normally be covered as part of consultant’s fee.

Never assume that an item will be covered under the “Miscellaneous” category. Be sure to check with the Executive Director if an item you need is not outlined specifically in this policy.

**XII. Travel Expense Report Approval**

- A. The Executive Director must approve all expense reports.
- B. No employee is authorized to approve his/her own or a peer’s, travel expense report.
- C. The expense report shall clearly show the following:
  1. Business purpose.
  2. Correct totals.
  3. Supporting documentation and receipts.
  4. Policy compliance.

## **Employee Handbook Acknowledgment**

This Employee Handbook is an important document intended to help you become acquainted with Southern California Public Power Authority. 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 the Authority'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 Southern California Public Power Authority's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Authority at any time.**

**I further understand that my employment is terminable at will, either by myself or the Authority, 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 Executive Director of the Authority.**

**I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Authority'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 Southern California Public Power Authority'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 the Authority. It is to ensure that at the Authority 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 Office Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. 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, the Authority 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 Southern California Public Power Authority'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 Southern California Public Power Authority'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 Office Manager. If the person toward whom the complaint is directed is one of the individuals indicated above, you should contact any higher-level manager in your reporting hierarchy. 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, the Authority 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.